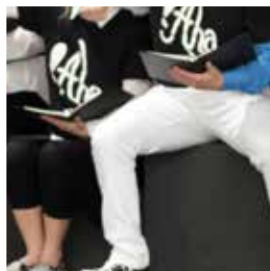




2017-18



Speech,

**Debate & Theatre
Manager's Manual**

MSHSAA

Missouri State High School Activities Association

2017-18 SPEECH, DEBATE AND THEATRE MANUAL

Missouri State High School Activities Association

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PURPOSE AND PHILOSOPHY

- A. PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. PURPOSE OF DISTRICT AND STATE CONTESTS:** The district and state speech and debate events are for the primary purpose of providing member schools an opportunity to demonstrate and to evaluate the best that has been taught in each school. Beginning with this evaluation at the local district level and proceeding to the state level enables teachers and school administrators to compare their programs with other programs in the state. Although a school may be eliminated at the district level, if the district winner advances to the state meet, those eliminated have a basis for evaluating the comparative quality of their speech and debate programs.

Many of our member schools that do not enter the district tournament have speech and debate programs in their schools. No pressure or influence is used by the Board of Directors to encourage these schools to enter the district tournaments. This is a local matter to be determined by the local school administration. It is the opinion of the Board of Directors that when programs in these schools are sufficiently developed and there is a desire to evaluate them in comparison with other schools, these schools will enter the district and state tournaments.

- D. USING THIS MANUAL:** All speech and debate directors are urged to read the instructions in this manual carefully. Entry forms for the district and state tournaments will be online via the website. Please make note of all deadline dates for submitting entry forms. It is the responsibility of each school to make certain their entries are properly submitted on or before the deadline date. Any questions concerning the entry process should be referred to the MSHSAA Office.

The most recent changes and revisions to this Manual, approved by the Board of Directors in June, 2017, are highlighted in bold print, italics and underlined.

SECTION 1: MSHSAA BY-LAWS FOR STUDENT ELIGIBILITY

2.1 STUDENT ESSENTIAL BY-LAWS - INTRODUCTION AND DEFINITIONS

2.1.1 Student Essential Eligibility Requirements for All Interscholastic Activities: Any student who represents his/her school in interscholastic activities shall be a **bona fide student** enrolled as an undergraduate student of the school (except as provided in By-Laws 3.5.3 and 3.5.1) and shall meet the following general standards of eligibility and the specific standards in By-Laws 3.3 through 4.1.6.

a. **Bona fide student:** In order to represent the school the individual must be a bona fide student and meet all eligibility requirements. A bona fide student is one who meets one of the following definitions:

1. A student who is enrolled in and regularly attending classes at the member school which meet the minimum academic requirements in By-Law 2.3.
2. A student who has established residency at the member school and whose official records and primary academic transcript is housed and maintained at the member school, and who is accumulating credits toward receiving a diploma from that member school, and meets the minimum academic requirements in By-law 2.3, but is attending classes at a non-member technical high school run by the member school's school district or accredited by DESE or a non-member alternative high school run or contracted by the member school's school district or accredited by DESE. Such students must meet all essential eligibility standards for participation.

2.1.2 Participation: Eligibility to represent a school in interscholastic activities is a **privilege** to be attained by meeting the standards of eligibility cooperatively set by the member schools through this Association and any additional standards set by a member school for its own students.

2.1.3 Interscholastic Activity: An interscholastic activity shall be defined as any extra-class activity involving two or more schools in which two or more students participate who are identified with their schools.

2.2 CITIZENSHIP REQUIREMENTS

2.2.1 Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

2.2.2 Law Enforcement:

- a. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.
- b. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
- c. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.

2.2.3 Local School:

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
- c. A student shall not be considered eligible while serving an out-of-school suspension.
- d. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
- f. Each school shall diligently and completely investigate any issue that could affect student eligibility.

2.2.4 Expulsion: A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion. An expulsion is prompt removal of a student from school following the conduct for which the student is under discipline, whereby the student is not allowed to return to school until either an appeals process reinstates the student or the duration is fulfilled. However, this period of ineligibility shall not apply to any student expulsion for conduct otherwise protected by law which does not materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

2.2.5 Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

2.3 ACADEMIC REQUIREMENTS

2.3.1 Statement of Philosophy -- Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all enrolled students making appropriate progress toward graduation and otherwise in good standing. Each local board of

education is encouraged to establish criteria to ensure that students who are participating in MSHSAA activities are satisfactorily progressing toward meeting the local graduation requirements.

2.3.2 Grades 9-12 Requirements: A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- c. Credit: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.). Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered **by** and **at** the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4, regarding correspondence courses.)
- d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- e. A student must be making satisfactory progress towards graduation as determined by local school policies.

2.3.7 Grades 7 and 8 Requirements: A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a. Grading Period: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).
- b. Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
- c. Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

2.3.10 Fifth Day Requirement - Gaining Eligibility: A student who was academically ineligible the preceding semester (high school) or grading period (junior high) but meets the academic standard at the close of that semester (high school) or grading period (junior high) becomes eligible the **fifth day classes are attended** in the succeeding semester (high school) or grading period (junior high). **Exception:** *If an interscholastic contest is played before the formal opening of school and a student has become academically eligible for the fall semester/grading period and is eligible in all other respects he/she may be eligible to participate under this provision provided the student is properly enrolled in school.*

2.3.11 Fifth Day Requirement - Losing Eligibility: A student who becomes academically ineligible shall lose the privilege to represent the school the **fifth day classes are attended** in the succeeding semester (high school) or grading period (junior high). Exception: If a student becomes academically ineligible for the fall semester (high school) or first grading period (junior high) he/she is ineligible for all activities beginning with the first event.

2.4 SEMESTERS OF PARTICIPATION

2.4.1 Semesters - Grades 9-12: A student shall not participate in more than four seasons in grades 9-12 in any interscholastic activity. A student shall have only eight consecutive semesters (four consecutive years) of eligibility in high school, in which he/she may participate in one season per year in an activity, and these eight consecutive semesters shall begin on the twentieth (20th) day of the first semester a student enters the 9th grade **or** the first interscholastic contest in which the student participates, whichever occurs first. A student who participates in any part of an interscholastic event or contest shall count such as a season of participation. A student, who applies for, is granted, and leaves school any time after the junior year to take advantage of an early release program shall no longer be eligible for interscholastic competition even though he or she later returns to school. **Editor's Note: Exception - Baseball and softball have two seasons per year in which a student may participate as listed in By-Law 3.28.**

2.4.2 Semesters - Grade 7 and 8: A student is eligible for only TWO SEMESTERS in each the 7th and 8th grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.

2.9 LOCAL SCHOOL REQUIREMENTS

2.9.1 Any member school shall have the authority to set any additional eligibility requirements, which are more restrictive, that it deems advisable.

4.1 COMMON REQUIREMENTS FOR ALL NON-ATHLETIC ACTIVITIES IN THIS SECTION

4.1.1 Requirements for Coaches: All coaches and directors must be “approved” by the MSHSAA office prior to instructing students in the respective interscholastic activity. An egregious or intentional violation of the MSHSAA By-Laws or the rules/regulations of the activity may cause the Board of Directors to withhold “approved” status.

4.1.2 Student Teacher - Minimum Requirements: A student teacher meets the requirements to serve as an assistant coach/director for activities.

4.1.3 Rules Review Requirement: Each school shall be responsible for requiring **all** non-athletic activity coaches and directors to complete a MSHSAA Rules Review. When a coach does not complete the rules review, the school shall justify the deficiency in writing to the MSHSAA office.

4.1.4 Student Eligibility Requirements: All students participating in a non-athletic activity (competitive or evaluative) must meet the student essential by-laws in Section 2 as well as all applicable activity-specific requirements.

4.1.5 Limits on Competition/Participation:

- a. **6th Grade & Below:** A student enrolled in the 6th grade or below shall not be eligible to participate in interscholastic activities with or against students enrolled in grades 7 and/or 8. A violation of this rule shall subject the school to penalty in addition to affecting the eligibility of the student.
- b. **7th/8th Grade:** No 7th or 8th grade student is eligible for participation/competition on or against a senior high school team, a team on which students in grade 10 or above may compete except as provided for in By-Law 4.2.5.a (music) and 4.5.8 (spirit). The penalty for violation of this rule shall be the start of the student’s eight semesters and/or four years of high school eligibility (as per By-Law 2.4) and shall subject the school to additional penalties.
- c. **9th Grade:** If appropriate as per school membership (combined membership), a 9th grade student may participate on a team/squad/music group comprised of any combination of grades from grade 7 through 9, or any combination of grades from grade 9 through 12. However, the student may only participate in a total number of events equal to that played by the high school team on which he/she participates, if the activity has a contest/event limit.

4.1.6 Certification of Eligibility on the MSHSAA Online Membership System:

- a. Each student, prior to participating in an interscholastic contest or event, must be certified as eligible through the MSHSAA Online Membership System by an administrator of the junior high or high school the student attends. Changes in eligibility at the beginning of second semester shall be made on the system by an administrator.
- b. New additions shall be certified as eligible as described above prior to allowing the student to participate in an interscholastic contest.
- c. If a participant is omitted from the eligibility certification process in error and is certified in writing by the principal to have been eligible at the time of the participation, the Board of Directors shall have discretionary authority to determine whether a penalty is appropriate and the nature and duration of such penalty. The principal shall submit a report to the executive director explaining the circumstances of the omission error.

4.1.7 Representing the School: Participants shall not represent the school (appearing in school uniform, school-named clothing, at school facilities, or with mascot/school colors) to endorse or promote a product/service, commercial venture, political venture, etc. without prior, written consent by a school administrator.

4.1.8 Awards: When representing a school in a performance or a competitive/evaluative event, the following awards are allowable:

- a. A student may receive the following symbolic awards: unattached school letters or emblems, medals, ribbons, trophies, certificates, etc.
- b. A student shall not have accepted or competed for the following types of awards: services, cash or gift certificates.
- c. A student may receive a merchandise award that shall not exceed \$250.00 in manufacturer’s suggested retail price.
- d. This standard does not prohibit a school from accepting expenses for transportation, meals for students, and other similar expenses.

4.1.9 Missing School Time for Unapproved Event: Any student who misses school time because of participating in an unapproved interscholastic event, or because of any travel involved, shall be ineligible to represent the school in the interscholastic activity for a period not to exceed 365 days from the date of violation unless the absence is approved in advance by the school administrator.

4.1.10 School Eligibility to Enter Events: Any high school in Missouri which is a member of the Missouri State High School Activities Association is automatically eligible to register for and enter contests and events in the applicable activity.

4.1.11 Advisory Committee: There shall be an Advisory Committee appointed by the Board of Directors with this committee to be responsible to the Board of Directors.

- a. Music - Appointed by the Board of Directors with the advice and counsel of the Missouri Music Educators Association.
- b. Speech/Debate/Theatre - Appointed by Board with the advice and counsel of the Speech Association of Missouri.

4.1.12 Board of Directors Responsibility: The Board of Directors, with the advice and counsel of the Activity’s Advisory Committee, shall set-up such contests and events as it deems advisable, formulate policies and regulations for administering these events, determine the districts and sites for the contests, select local directors, and determine school classification based on By-Law 5.1, and set entry fees.

4.1.13 Penalty for Violation of Standards: A student that violates any of these standards (By-Laws, etc.) shall be ineligible from participation in any interscholastic event in the specified activity for a period not to exceed 365 days. It shall further be considered a violation for member schools to participate in an interscholastic event with a member school so suspended.

SECTION 2: MSHSAA BY-LAWS FOR SPEECH, DEBATE AND THEATRE

4.3 SPEECH / DEBATE / THEATRE

4.3.1 Individual Limits on Participation in Speech/Debate/Theatre:

- a. Students enrolled in grades nine-twelve shall participate in no more than eleven interscholastic speech, debate, and/ or theatre meets, festivals, and/or tournaments during the school year, inclusive of the NSDA District Tournament and exclusive of the MSHSAA district and state tournaments. Students in the 7th and/or 8th grade shall participate in no more than five interscholastic speech and/or debate meets, festivals, and/or tournaments during the school year.

Tournament limitations apply to ALL events at any MSHSAA sanctioned tournament, even when the particular event is not one governed by MSHSAA.

NOTE: For the NSDA National Tournament, hybrid world school's debate teams may be formed, with membership limited to graduating seniors only.

- b. A student shall give the same individual speech/selection in no more than eleven (11) tournaments, meets, or festivals during a school year exclusive of National Forensic League and MSHSAA District and State events. An individual speech/selection shall not be repeated by a student who gave that speech/selection in an interscholastic speech event in a previous school year (grades 9-12). This restriction applies to district and state events, as well as to the regular season.

4.3.2 Season Limits for Speech/Debate/Theatre - High School: No senior high school interscholastic speech, debate, or theatre events shall be held before the second Friday in October or later than April 1, other than the allowances listed below:

- a. The MSHSAA state tournament.
- b. A school may participate in one interscholastic event after April 1 and prior to the Friday of Memorial Day weekend. Such an event shall count as one of the school's allowable regular season events as per By-Law 4.3.1 (Limits on Participation) and must meet the travel regulations per By-Law 4.3.4.d.
- c. Teams or individuals representing a school may participate in interstate, interscholastic events which may begin no earlier than the Friday of Memorial Day weekend, only if the school has advanced from a qualifying event that takes place during the aforementioned season or if the event's selection procedure has been approved by the MSHSAA Board of Directors.

4.3.3 Season Limits for Speech/Debate/Theatre - Junior High School: A junior high school may participate in a maximum of five junior high interscholastic speech, debate, and/or theatre meets, festivals, and/or tournaments in a school year. These events may be held at any time during the school year. No 7th or 8th grade student is eligible for competition on or against a senior high school team consisting of 10th graders or above.

4.3.4 Speech/Debate/Theatre Event Sanction Regulations:

- a. Any speech event which involves students from more than one school sponsored by a non-school organization or a college or university shall have the approval of the Board of Directors and interstate speech events shall have the approval of the Board of Directors and the state associations of all states invited. Application for approval shall be submitted no later than 30 days prior to the first date of the event.
- b. An interscholastic speech event sponsored by a member school shall have the approval of the high school administrator and, for interstate events approval of the MSHSAA Board of Directors.
- c. All events shall meet the following standards:
 1. Only symbolic awards and a merchandise award with a manufacturer's suggested retail value not to exceed \$100.00 are permitted. No cash awards shall be offered. (See By-Law 3.6.2.a, c and d for definitions of allowable awards)
 2. No interscholastic speech event shall start before 4:00 p.m. on a school day, except that events may start as early as 2:00 p.m. on Friday. The MSHSAA District and State Tournaments shall be exempted from this regulation and a school may participate in one regular season contest (which may be the NSDA District Tournament) per school year that begins as early as 8:00 a.m. on a school day.
 3. Shall be in accord with all other provisions contained in the Speech/Debate/Theatre By-Laws.
- d. A school may participate in any approved interscholastic speech event within the state. A school may travel to the site of one out of state tournament or invitational meet per year beyond 250 air miles from the perimeter (border) of the state of Missouri, with the date and location to be determined by the local school administration. All remaining tournaments and invitations must fall within 250 air-miles from the state border.
- e. A school that violates any of these standards shall be suspended from participation in any interscholastic speech activity for a period not to exceed 365 days. It shall be considered a violation for a member school to participate in interscholastic speech events with a member school so suspended.

SECTION 3: ETHICS

- A. INTERSCHOLASTIC CONTESTS:** Interscholastic contests in speech/debate/theatre are organized and conducted for the purpose of developing competence in speech. These contests, properly conceived, are definitely pedagogical in their aims and objectives and should be viewed as educational projects. Since the tournament format is utilized for Speech and Debate, competition is, naturally, an important element of participation. The desire to win supplies a strong incentive to achieve and improve. This aspect of the activity is desirable in that winning is correlated with performance of merit. All the Rules and Regulations governing the events are designed to make the winning of contests synonymous with good speaking and good debating. While this objective has been largely realized, it sometimes happens that, under the stress of a desire to win, individuals become overzealous and their actions reflect on the good name of the school they represent. Every possible effort should be made to preserve friendly relations and to conduct all contests on the highest plane. A contest is a friendly contest and to keep this spirit, it must be conducted in a fair and impartial manner by directors, students, and judges alike.
1. The highest kind of school loyalty is that which reflects credit on the home school, not that which tries to secure a victory at any cost.
 2. Participants, directors and all observers should hold the judge's decision with the highest regard. Talk with the judges, learn all you can from them, and remember that their honesty should be held without question.
 3. Directors and others present should always display proper audience behavior regardless of the nature of the remarks made by the speaker.
 4. Directors should recognize that judging their own students is not the accepted manner in running a tournament.
 5. The speeches being performed by the students should be the honest efforts of the students involved.
 6. Cell Phones and other electronic communication devices may not be turned on while in the preparation rooms, competition rooms, or in the awards ceremony. **EXCEPTION: Cell phones can be turned on in competition rooms to be used as timing devices or used in the event(s) deemed acceptable in this manual.**
- B. FOR DIRECTORS:**
1. Always be on time for judging assignments.
 2. Always get the approval of the director to change judging assignments.
 3. If, for some reason, you must leave before a tournament is over, inform the director of your plans.
 4. Go through the proper channels of appeal without causing "A Scene".
 5. Always use appropriate language.
 6. It is inappropriate to falsify debate evidence.
 7. Always show respect for the host school and follow the rules for the use of the building.
 8. Remember to always be a positive role model for your students.
 9. Remind students to use internet message boards in a positive manner.
 10. Encourage students to develop original interpretations of their selections.
 11. **Never provide coaching/direction/advice to contestants/debate teams during competition rounds.**
- C. FOR STUDENTS:**
1. Respect the activity, their opponents, and the schools they represent.
 2. Courteous audience behavior shall be displayed while viewing any performance.
 3. Debate competitors should respect the ideas and arguments of their opponents as well as the style of debating employed.
 4. It is inappropriate to falsify or plagiarize material. Students should only use internet message boards in a positive manner.
 5. Debate competitors should shun ridicule, name-calling, belittling, snide remarks, and degrading comments, both in and out of rounds of competition.
 6. Competitors should help maintain an atmosphere of fairness and mutual respect.
 7. Competitors should respect all property at the tournament site, particularly making certain that nothing is disturbed in the contest rooms.
 8. Competitors should do their part in adhering to the tournament schedule.
 9. Competitors should abide by all tournament rules and requests by the tournament staff.
 10. **Students should develop original interpretations of their selections.**
 11. **A contestant/debate team shall not receive coaching/direction/advice from other persons during a competition round.**

SECTION 4: POINTS OF EMPHASIS

- A. Sections 9-C and 12-D provides specific details for substitutions.
- B. **The 2018 MSHSAA State Speech/Debate/Theatre Championships is April 19, 20 & 21, 2018, hosted by: Missouri State University in Springfield, MO. *Theatre events on April 19 & 20.***
- C. Directors with speech event entries shall be required to judge in preliminary and final rounds of speech events and be available to judge the final round of debate at the state tournament. (Section 12-G and H)
- D. Schools participating in any debate event or any speech event at the state tournament shall provide a timekeeper. (Section 12-K)
- E. Schools entering either extemporaneous speaking division at the district tournament shall provide the manager with five extemporaneous topics per division entered through the district entry process.
- F. Video/Audio taping or recording: Per MSHSAA policy, the practice of audiotaping, videotaping, audio recording and/or video recording any Speech, Debate and/or Theatre performance(s) at any interscholastic speech and debate event/contest shall be considered unethical and shall not be allowed.
- G. Code of Ethics established in print. (Section 3)
- H. All judges for individual events at the state tournament will be school judges, whenever possible. (Section 12-O-2-a) It is recommended that two judges in a section of a speech event not come from the same district.
- I. The qualifying formula for the state tournament is as follows:
 - 1. **Speech Events and Policy, Lincoln-Douglas, Public Forum Debate:**
 - a. 1-7 entries—certify 1
 - b. 8-13 entries—certify 2
 - c. 14-20 entries—certify 3
 - d. 21 or more entries—certify 4
 - 2. **Readers Theatre and One-Act Plays:**
 - a. 1-7 entries—certify 1
 - b. 8 or more entries—certify 2 (Section 11-G-1, 3, and 4)
- J. At the state tournament, for Readers Theatre and One-Act Play, there shall be a preliminary round of two sections on Friday. Each of the two sections will advance the first two places to a final round to be held on Saturday. (Section 12-L-3)
- K. In Policy, Lincoln-Douglas, and Public Forum debate, first place will be decided by a final round of debate at the district tournament. Districts that advance three entries to the state tournament will hold a head-to-head debate to decide the third entry that will advance. (Section 11-B-6)
- L. Schools shall submit an eligibility roster for speech, debate and theatre on the MSHSAA website. (The due date for processing such rosters shall be the day before the first permissible contest.)
- M. At both the district and state speech tournaments, high school directors will be used as judges for the final round of debate, whenever possible, and at least one high school director will be used for each semifinal and quarterfinal panel. All directors who have students entered in debate events are required to be available to judge one round beyond the elimination of their school's debaters at the district and state tournaments. (Section 7-B-c-iii). All directors are required to be available to judge one round beyond the elimination of their student(s) in speech events at the district tournaments.
- N. At the state tournament, whenever possible, two entries from a district in One-Act Play and Readers Theatre shall not be scheduled into the same section.
- O. Medals will be awarded to all quarterfinalists in debate at both the district and state tournaments.
- P. Oral critiques are **not** permitted in any events at the district and state tournaments.
- Q. All schools and contestants are required to perform at their assigned sites at the state tournament in all events as originally established by the tournament administration.
- R. Schools qualifying four or more students in debate for the state tournament are required to provide a second debate judge.
- S. Any coach who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50.
- T. Cell phones and other electronic communication devices may not be turned on while in the preparation rooms, the competition rooms, or in the awards ceremony. *EXCEPTION: Cell phones can be turned on in competition rooms to be used as timing devices or used in the event(s) deemed acceptable in this manual.*
- U. Non-Internet connected computers, electronic storage, retrieval devices, etc. shall be allowed in rounds of Policy, Lincoln-Douglas and Public Forum Debate. Connectivity to any person, machine, device, server outside the competition room, wired and/or wireless networks is strictly prohibited during all rounds. Other prohibited devices include cell phones and personal digital assistants. (Ex: Palm/Treo/Blackberry/etc.).
- V. The deadline for submitting changes in selections for the state tournament is Tuesday following the last district tournament.

SECTION 5: SEASON-LONG REGULATIONS/RULES

A. LIMITATIONS

1. Student Limitations: Refer to Section 2, (By-Law 4.3.1a)
2. Season Limitations: Refer to Section 2, (By-Law 4.3.2 and 4.3.3)
3. Travel Limitations: Refer to Section 2, (By-Law 4.3.4d)
4. Selection Limitations: Refer to Section 2, (By-Law 4.3.1b)
 - a. A student shall not give the same speech (or revision of that speech) or present a selection or cutting from the same play or work in more than eleven tournaments, meets, or festivals during one school year (inclusive of the Missouri NSDA Tournament, but exclusive of the MSHSAA District Tournament and State Tournament.) This applies to all regular season tournaments (By-Law 4.3.1).
 - b. A selection shall not be repeated by a student who gave that selection in an interscholastic speech event in any previous school year (grades 9-12). This restriction applies to the regular season and the district and state events. In addition, a selection used by a school in the previous year's district or state events shall not be repeated by that school in the current year's district or state events. The restriction on schools repeating selections applies to the district and state tournaments only. A violation of this provision shall result in disqualification of the entry.
 - c. An individual student shall not use the same selection in a tournament in more than one event. A violation of this provision shall result in disqualification in all but one of the events.
 - d. A selection shall be defined as the entire work from which a cutting is taken, including plays. Adaptations of works which give credit to the original author shall be considered the same selection as the original work even if performed in different events.
5. **SCHEDULING ALLOWANCE:** For contests held on Monday thru Thursday nights you may combine a maximum total of six rounds of competition to equal one tournament. Partial contests shall be rounded up so that a student who has participated in less than six rounds of weeknight contests will be deemed to have used one full contest of their 11 eligible tournaments, meets or festivals.
 - **It is recommended that all efforts be made to start the last round of an invitational tournament before 9:30 pm on Friday nights.**

B. COPYRIGHT RESTRICTIONS: It is the responsibility of each director and each school to enforce the Copyright Law.

1. Original material may be used in the One-Act Play and Readers Theatre categories. The school director must submit a statement with the entry form certifying that the material is truly original.
2. Adaptations of books, plays etc. shall not be considered original works and therefore, a letter of permission from the author or a royalty statement shall be submitted with the entry form. Copyrighted, non-royalty material, performed exactly as published (not adapted), does not need verification of permission.

C. MATERIAL: Material presented by all participants shall be appropriate for public performance by high school students. Every precaution should be taken to insure that no questionable materials are selected. If the appropriateness of materials is in doubt, it is recommended that the coach have the school's principal approve its usage.

D. DEBATE TOPICS

1. Policy Debate

- a. The topic for debate will be the National Topic chosen by the Discussion and Debate Committee of the National Federation of State High School Associations.
 - i. The general problem area is as follows:
 - ii. Within this problem area the following proposition shall be debated:

2017-2018 Topic: **Education Reform**

RESOLVED: "The United States federal government should substantially increase its funding and/or regulation of elementary and/or secondary education in the United States."

Low-cost materials on the current year's debate topic may be purchased from the NFHS or the MSHSAA Offices. This year's order consists of four issues of the "Forensic Quarterly" for a cost of \$30.00. Shipment of all issues will be immediate upon receipt of the order in the respective office.

2. Lincoln-Douglas Debate

- a. The topic for debate shall be the bi-monthly topic chosen by the NSDA (National Speech and Debate Association), which is released on the first day of the previous month.
- b. The district and state tournaments shall use the NSDA topic for the month in which the tournament is held.
*NOTE: The NSDA Novice LD Debate Topic is not permitted to be used at any regular season debate tournament/invitational.

3. Public Forum Debate

- a. The topic for debate shall be the monthly topic chosen by the NSDA, which is released on the first day of the previous month.
- b. The district and state tournaments shall use the NSDA topic for the month in which the tournament is held.

E. ELECTRONIC DEVICES

1. Cell phones and other electronic communication devices may not be turned on while in the preparation rooms, the competition rooms, or in the awards ceremony. *EXCEPTION: Cell phones can be turned on in competition rooms to be used as timing devices, but they cannot be used for any other function during rounds of competition.*
2. Non-Internet connected computers, electronic storage, retrieval devices, etc. shall be allowed in rounds of Policy, Lincoln-Douglas and Public Forum Debate. Connectivity to any person, machine, device, server outside the competition room, wired and/or wireless networks is strictly prohibited during all rounds. Other prohibited devices include cell phones and personal digital assistants. (Ex: Palm/Treo/Blackberry/etc.).
3. Tablets and E-Reader's, without sound or video capabilities, are now permitted in Prose Reading and Poetry Reading events.
4. Non-internet connected laptops, E-Reader's and Tablets are now permitted in US and International Extemporaneous Speaking.
5. The use of electronic devices, including cell phones, without sound capabilities is now permitted in Radio Speaking.

- F. VIOLATIONS: A violation of any rule/regulation for an event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

SECTION 6: DISTRICT/STATE ORGANIZATION

A. DISTRICT TOURNAMENTS

1. The state is divided into nine districts as qualifying centers for the state tournament.
2. Each district shall hold a tournament under the regulations adopted by the Board of Directors for the purpose of certifying individuals and teams for the state tournament.
3. The districts, managers, tournament dates and school assignments by county for 2016-17 are as follows:
NOTE: Schools reassigned from regular county assignments remain assigned to the new site unless notified by the MSHSAA Office.

2018 MSHSAA Speech District Tournament Sites, Dates and Assignments

DISTRICT #1

Warrensburg High School 1411 S. Ridgeview Dr., Warrensburg, MO 64093

Managers: Amy Bushmeyer, Warrensburg; abushmeyer@warrensburg6.org; 660-747-2262
Jennifer Fowler, Warrensburg; jfowler@warrensburg6.org; 660-747-2262
Katie Johnson, (Reader's & One Act) Warsaw; kjohnson@warsaw12.org; 660-438-9079

Dates: **March 2:** One-Act Play and Reader's Theatre at State Fair Community College
March 3: Individual Speech Events at State Fair Community College
March 14: Policy, Lincoln-Douglas, Public Forum at Warrensburg High School

District entries must be entered on or before February 2, 2018

Assignments: Schools located in the counties of Bates, Benton, Cooper, Henry, Hickory, Johnson, Lafayette, Moniteau (Except California High School), Morgan, Pettis, Saline, and St. Clair.

DISTRICT #2

Mexico High School 639 N Wade, Mexico, MO 65265

Manager: Sara Given, Mexico High School; sgiven@mexico.k12.mo.us; 573- 581-4296

Dates: **March 2:** Policy, Lincoln-Douglas, Public Forum, One-Act Play and Reader's Theatre
March 3: Individual Speech Events

District entries must be entered on or before February 2, 2018

Assignments: Schools located in the counties of Adair, Audrain, Boone, Callaway, Chariton, Clark, Howard, Knox, Lewis, Lincoln, Linn, Macon, Marion, Monroe, Montgomery, Pike, Putnam, Randolph, Schuyler, Scotland, Shelby, Sullivan, and Warren.

DISTRICT #3

Liberty North High School 1000 NE 104 St., Liberty, MO 64068

Manager: Sean Nicewaner, Liberty North; snicewaner@liberty.k12.mo.us; 816-736-5500

Dates: **March 16:** Individual Speech Events, One-Act Play and Reader's Theatre

March 17: Policy, Lincoln-Douglas, Public Forum

District entries must be entered on or before February 16, 2018

Assignments: Schools located in the counties of Andrew, Atchison, Buchanan, Caldwell, Carroll, Clay, Clinton, Davies, DeKalb, Gentry, Grundy, Harrison, Holt, Livingston, Mercer, Nodaway, Platte, Ray, and Worth.

DISTRICT #4

Parkway South High School 801 Hanna Road, Manchester, MO 63021 Telephone:

Manager: Michael Hachmeister, Parkway South; mhachmeister@parkwayschools.net; 314-415-9790 x59790

Dates: **March 2 & 3:** Policy, Lincoln-Douglas, Public Forum at Parkway South High School

March 2: One-Act Play at Ladue Horton Watkins High School

March 3: Individual Speech Events & Reader's Theatre at Parkway South High School

District entries must be entered on or before February 2, 2018

Assignments: Schools located in the counties of St. Charles, St. Louis, and the City of St. Louis (and Jefferson City High School).

DISTRICT #5

Carthage High School Carthage High School, 2600 S. River, Carthage, MO 64836

Manager: Bryan Whyte, Carthage; whyteb@carthagetigers.org; 417-359-7020

Dates: **February 26-March 3:** Reader's Theatre and One-Act Play at Crowder College

March 5: Individual Speech Events at Carthage High School

March 6: Policy, Lincoln-Douglas and Public Forum at Carthage High School & Crowder College

District entries must be entered on or before January 26, 2018

Assignments: Schools located in the counties of Barry, Barton, Cedar, Dade, Jasper, Lawrence, McDonald, Newton, and Vernon

DISTRICT #6

West Plains High School 662 Laker Pride Dr., Camdenton MO 65020

Managers: Andy Hanson, West Plains; andrew.hanson@zizzers.org; 417-256-6150

Carly Klinginsmith, Osage; klinginsmithc@osageschools.org; 573-348-0115

Dates: **March 2:** Policy, Lincoln-Douglas and Public Forum

March 3: Debate Finals, Individual Speech Events

March 14: One-Act Play and Reader's Theatre at Osage High School

District entries must be entered on or before February 2, 2018

Assignments: Schools located in the counties of Camden, Cole (except Jefferson City High School), Crawford, Dent, Franklin, Gasconade, Howell, Maries, Miller, Oregon, Osage, Phelps, Pulaski, Shannon, Texas, Washington (Viburnum High School and California High School).

DISTRICT #7

Ste. Genevieve High School 715 Washington, Ste. Genevieve, MO 63670

Manager: Kim Zustiak, Seckman; zustiak@fox.k12.mo.us; 636-282-1485

Dates: **March 16:** One Act Play, Reader's Theatre & Policy, Lincoln-Douglas, Public Forum

March 17: Policy, Lincoln-Douglas, Public Forum and Individual Speech Events

District entries must be entered on or before February 16, 2018

Assignments: Schools located in the counties of Bollinger, Butler, Cape Girardeau, Carter, Dunklin, Iron (except Viburnum High School), Jefferson, Madison, Mississippi, New Madrid, Pemiscot, Perry, Reynolds, Ripley, Scott, St. Francois, Ste. Genevieve, Stoddard, and Wayne.

DISTRICT #8

Missouri State University 901 S. National, Springfield, MO 65897

Managers: Bill Jordan (Speech/Debate) Missouri State; BillJordan@MissouriState.edu; 417-844-4911
Allison Fleetwood (Readers/One Act) Nixa; allisonfleetwood@nixaschools.net; 417-724-3515

Dates: **March 1:** One-Act Play and Reader's Theatre at Nixa High School

March 2: Individual Speech Events at MSU

March 3: Policy, Lincoln-Douglas and Public Forum at MSU

District entries must be entered on or before February 2, 2018

Assignments: Schools located in the counties of Christian, Dallas, Douglas, Greene, Laclede, Ozark, Polk, Stone, Taney, Webster, and Wright.

DISTRICT #9

Raymore-Peculiar High School 20801 S. School Road, Peculiar, MO 64078

Managers: Karla Penechar (Speech/Debate) Raymore-Peculiar; karla.penechar@raypec.org; 816-521-5355
Todd Schnake (Readers & One Act) Raymore-Peculiar; todd.schnake@raypec.org; 816-521-5355

Dates: **March 16:** One-Act, Reader's Theatre and Individual Speech Events

March 17: Policy, Lincoln-Douglas and Public Forum

District entries must be entered on or before February 16, 2018

Assignments: Schools located in the counties of Cass and Jackson.

A. STATE TOURNAMENT

1. The state tournament will be held in Springfield, MO on April 20 & 21, 2018 at Missouri State University.
 - a. Policy, Lincoln-Douglas and Public Forum Debate - April 20 (Finals April 21)
 - b. One-Act Play and Reader's Theatre - **April 19 (Finals April 21)**
 - c. Individual Speech Events - April 21
2. The state tournament will be open only to those individuals, teams, and play casts who qualify at the district tournament and are certified by the district managers.

B. TOURNAMENT MANAGEMENT

1. A district manager will be appointed by the MSHSAA Office to assume responsibility for administering the district tournament under provisions included in this manual.
NOTE: The district manager should announce that the April NSDA topic for Public Forum Debate shall be used at the state tournament.
2. The manager shall appoint a committee of three speech directors from participating schools to assist in the tabulation of the district tournament and a second committee of three to serve as a grievance committee with the district manager. The members appointed to these committees should be rotated from one year to the next.
NOTE: It is advised to have separate speech, debate and theatre grievance committees at district and state tournaments.
3. All facilities, including theatre sites, must be in compliance with Title III of the American with Disabilities Act as a place of public accommodation.

SECTION 7: DISTRICT/STATE TOURNAMENT EVENTS

A. EVENTS

1. Representatives from the following events shall be certified for the state tournament:
 - a. Policy Debate
 - b. Lincoln-Douglas Debate
 - c. Public Forum Debate
 - d. One-Act Play
 - e. Readers Theatre
 - f. Dramatic Interpretation
 - g. Duet Acting
 - h. Humorous Interpretation
 - i. Poetry Reading
 - j. Prose Reading
 - k. Storytelling
 - l. Radio Speaking
 - m. U.S. Extemporaneous Speaking
 - n. International Extemporaneous Speaking
 - o. Original Oratory
2. In addition to those above, other events may be held at the district tournaments; however the MSHSAA will not pay expenses nor accept qualifiers from additional events.

B. REGULATIONS AND JUDGING STANDARDS

1. POLICY DEBATE

- a. A debate team shall consist of two members, who shall debate both the affirmative and negative sides. A school may enter only two two-person teams.
- b. Each debater shall present one constructive speech, one cross-examination, and one rebuttal speech. The time and order of speakers shall be as follows:

NOTE: Each debate team will be allowed five minutes preparation time during the course of the debate to be divided as it sees fit.

NOTE: Teams using flash drives will officially end their prep time when the flash drive is physically removed from the computer.

CONSTRUCTIVE:

First Affirmative Constructive Speech: 8 minutes

A Negative Speaker Cross-examines: 3 minutes

First Negative Constructive Speech: 8 minutes

An Affirmative Speaker Cross-examines the First Negative Speaker: 3 minutes

Second Affirmative Constructive Speech: 8 minutes

The Other Negative Speaker Cross-examines the Second Affirmative Speaker: 3 minutes

Second Negative Constructive Speech: 8 minutes

The Other Affirmative Speaker Cross-examines the Second Negative Speaker: 3 minutes

REBUTTAL:

First Negative Rebuttal: 5 minutes

First Affirmative Rebuttal: 5 minutes

Second Negative Rebuttal: 5 minutes

Second Affirmative Rebuttal: 5 minutes

- c. The distribution of evidence, visual aids and published material to debate judges is prohibited, unless requested by the judge.
- d. Judging shall be governed by the following provisions:
- The ballot shall be that provided by the MSHSAA.
 - The judge shall write the debater's rank after the debater's name on the ballot.
 - Each debate in the preliminary rounds shall be judged by two persons whenever possible (one judge will be a paid judge and the other a coach or other qualified representative, from a participating school, accepted by the tournament manager.) All directors who have students entered in debate events are required to be available to judge one round beyond the elimination of their school's debaters at the district and state tournaments. If sufficient numbers of judges are not available only one judge may be used if such is the desire of the majority of schools. Teams shall be advanced on the basis of ballots won.
 - The elimination rounds should be judged by three persons provided judges are available and, at the state tournament, at least one of the three judges shall be a school coach.
 - The final elimination round shall be judged by three persons. At the state tournament, the three judges shall be high school directors.
 - A judge shall not be informed as to the names of the school represented in a debate. The school shall be identified by number on the ballot.
 - No judge shall hear the same team debate the same side more than once and it is recommended that a judge hear the same team only once regardless of sides debated.

Judging Criteria

- Analysis and Case:** Do the debaters deal with the basic issues? Are the major terms defined? Is the history and background of the questions given? Are the cases clearly organized and easy to follow?
- Attack and Defense:** Refutation is not confined to rebuttal speeches; it is interspersed throughout the debate. Do the debaters attack and defend the basic issues? Do the debaters answer satisfactorily those attacks made on their cases by their opponents? Is the rebuttal organized?
- Evidence:** Evidence consists of facts, authoritative opinions, and substantial material which supports or denies the proposition. Is the evidence pertinent? Dependable? Is the evidence sufficient to support the case? Does the debater use his/her evidence to establish proof? Does he/she show the relationship between the statement to be proved and the evidence he/she used to prove it? Is the argument sound?
- Delivery:** The debater should speak extemporaneously. Is his/her language adequate? Are his/her speech techniques adequate for his/her needs? The contestant should adapt what he/she says to arguments advanced earlier in the debate. Consider: Courtesy to opponents, directness, fluency, poise, audibility, and the use of good English.
- Cross-examination:** Cross-examination shall be used to clarify an obscure point, to explore factual error, or to obtain damaging admissions. It should not be used to attack a witness' integrity. The value decreases if the questions do not evolve from the debate.

NOTE: Oral critiques are not permitted.

- e. Unethical Conduct: Students participating in interscholastic debate are expected to follow all rules of the event and be ethical in their conduct and practices while preparing for or during debate. All conduct and actions should meet the rules of the event. These same actions should be honest, fair, reputable and good for the activity.
- Challenging Evidence: It shall be the responsibility of the opponent(s) only to challenge the opposition for the falsification or fabrication of evidence.
 - Indictments or protests of the validity of evidence shall be made on substantive grounds.
 - The challenger must have either the original source or a copy of the source being sited, or
 - The challenger must demonstrate that reasonable search has not been able to locate the source. (Such as copies of relevant pages in "Books in Print," "Readers Guide," "P.A.I.S.," etc.)

- ii. Procedure of Challenge:
 - a) The challenge must occur during the round.
 - b) The judge(s) shall make note of the challenge with the round continuing. If evidence is taken from a "handbook" and better evidence is provided the judge(s) shall weigh in the regular decision.
 - c) Entrants shall report to the tournament manager along with school directors. The manager shall hear the evidence then if needed convene the grievance committee.
 - d) If challenge is upheld the entrant(s) challenged shall be disqualified from the tournament and lose that round with no other ballots from previous rounds being altered.
 - (i) Should a disqualification occur at a district tournament in Rounds 1, 2 or 3 a fill team, if available, shall be required to provide an entry to complete the preliminary rounds. If a disqualification should occur at the state tournament the disqualified team shall forfeit all remaining rounds.
 - (ii) Should the disqualification occur in an elimination round, the challenger(s) shall advance to the next round.
- f. Non-Internet connected computers, electronic storage, retrieval devices, etc. shall be allowed in rounds of Policy, Lincoln-Douglas and Public Forum Debate. Connectivity to any person, machine, device, server outside the competition room, wired and/or wireless networks is strictly prohibited during all rounds. Other prohibited devices include cell phones and personal digital assistants. (Ex: Palm/Treo/Blackberry/etc.)
- g. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

2. LINCOLN-DOUGLAS DEBATE

- a. An orthodox variation of standard debate, Lincoln-Douglas Debate is also known as "One-Man Debate" and has been utilized often during political campaigns. Only two speakers are involved, one fulfilling the affirmative case responsibilities and the other, the negative. Since students participating in Lincoln-Douglas debating are usually speaking to an audience, they should be encouraged to develop a direct and communicative delivery. Emphasis is necessarily placed upon the issues involved rather than upon strategy in developing the case. The statement of the topic is a resolution of value rather than of policy. This results in emphasizing logic, theory, and philosophy while eliminating "plan" arguments. Because of time limits, a wealth of evidence cannot be used, but research supported by good background reading is necessary.
- b. The district and state tournaments will both use the NSDA topic for March/April.
- c. The time limits of the speeches shall be as follows:
 NOTE: Each debater will be allowed a total of four minutes of preparation time during the course of the debate to be divided as he/she sees fit.
 NOTE: Teams using flash drives will officially end their prep time when the flash drive is physically removed from the computer.
 - Affirmative constructive: 6 minutes
 - Negative cross-examination: 3 minutes
 - Negative constructive: 7 minutes
 - Affirmative cross-examination: 3 minutes
 - Affirmative rebuttal: 4 minutes
 - Negative rebuttal: 6 minutes
 - Affirmative rebuttal: 3 minutes
- d. The distribution of evidence, visual aids and published material to debate judges is prohibited unless requested by the judge.
- e. Judging shall be governed by the provisions in Section 7-B-1c.
- f. Judging Criteria
 - i. **Logic:** Did the debater demonstrate clear, rational analysis of the proposition?
 - ii. **Topicality:** Did his/her arguments clearly relate to the proposition? Did each debate address the relevant arguments of the opponent?
 - iii. **General Knowledge:** Did the debater have a clear understanding of the topic? Did the debater bring general knowledge to bear on the proposition?
 - iv. **Persuasion:** Is the speaker convincing? Is he/she sincere? Does he/she make reasonable and effective appeals to the judge? Is contestant aware of his/her judge?
 - v. **Delivery:** Does the debater control rate, volume, emphasis, and tone for maximum persuasive appeal? Does he/she communicate efficiently and effectively?
 - vi. **Organization:** Are the speeches clearly structured? Was the judge able to understand and evaluate the debate without taking extensive notes?
 - vii. No "plan" arguments should be presented by either debater.
 - viii. In the final analysis the winning debater should be the one who presented the more believable position, who showed that values are more important than policies, and who demonstrated that logic is more important than evidence.
- g. **NOTE:** Oral critiques are not permitted.
- g. Unethical Conduct: Students participating in interscholastic debate are expected to follow all rules of the event and be ethical in their conduct and practices while preparing for or during debate. All conduct and actions should

- meet the rules of the event. These same actions should be honest, fair, reputable and good for the activity.
- i. Challenging Evidence: It shall be the responsibility of the opponent(s) only to challenge the opposition for the falsification or fabrication of evidence.
 - a) Indictments or protests of the validity of evidence shall be made on substantive grounds.
 - b) The challenger must have either the original source or a copy of the source being sited, or
 - c) The challenger must demonstrate that reasonable search has not been able to locate the source. (Such as copies of relevant pages in "Books in Print," "Readers Guide," "P.A.I.S.," etc.)
 - ii. Procedure of Challenge:
 - a) The challenge must occur during the round.
 - b) The judge(s) shall make note of the challenge with the round continuing. If evidence is taken from a "handbook" and better evidence is provided the judge(s) shall weigh in the regular decision.
 - c) Entrants shall report to the tournament manager along with school directors. The manager shall hear the evidence then if needed convene the grievance committee.
 - d) If challenge is upheld the entrant(s) challenged shall be disqualified from the tournament and lose that round with no other ballots from previous rounds being altered.
 - (i) Should a disqualification occur at a district tournament in Rounds 1, 2 or 3 a fill team, if available, shall be required to provide an entry to complete the preliminary rounds. If a disqualification should occur at the state tournament the disqualified team shall forfeit all remaining rounds.
 - (ii) Should the disqualification occur in an elimination round, the challenger(s) shall advance to the next round.
 - h. Non-Internet connected computers, electronic storage, retrieval devices, etc. shall be allowed in rounds of Policy, Lincoln-Douglas and Public Forum Debate. Connectivity to any person, machine, device, server outside the competition room, wired and/or wireless networks is strictly prohibited during all rounds. Other prohibited devices include cell phones and personal digital assistants. (Ex: Palm/Treo/Blackberry/etc.).
 - i. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

3. PUBLIC FORUM DEBATE

- a. Public Forum Debate may more appropriately be compared to engagements like a Presidential debate or CNN's Crossfire program. Students present dueling conversational arguments with limited and regulated amounts of clash -- or direct conflict and refutation among speakers. This approach focuses arguments while promoting an atmosphere of discussion. Thus, it is a team debate with an emphasis on conversational delivery, lay judging and regulated argumentation.
- b. A Public Forum Debate team shall consist of two members.
- c. Immediately prior to each debate, there shall be a coin flip. The team winning the flip will select either the side (pro or con) or the speaking position (first or second) that they prefer. The team losing the flip is then allowed to choose their preference for side or speaker position (whichever the winning team did not choose).
- d. The time and order of speakers shall be as follows (note that the final speeches shall be extended from 1 minute to 2 minutes):

NOTE: Each team will be allowed a total of two minutes of preparation time during the course of the debate to be divided as it sees fit.

NOTE: Teams using flash drives will officially end their prep time when the flash drive is physically removed from the computer.

| | |
|---------------------------------------|-------------|
| First Speaker - Team A | = 4 Minutes |
| First Speaker – Team B | = 4 Minutes |
| Crossfire | = 3 Minutes |
| Second Speaker - Team A | = 4 Minutes |
| Second Speaker - Team B | = 4 Minutes |
| Crossfire | = 3 Minutes |
| Summary - First Speaker - Team A | = 2 Minutes |
| Summary - First Speaker - Team B | = 2 Minutes |
| Grand Crossfire | = 3 Minutes |
| Final Focus - Second Speaker - Team A | = 2 Minutes |
| Final Focus - Second Speaker - Team B | = 2 Minutes |

- e. The distribution of evidence, visual aids and published material to debate judges is prohibited, unless requested by the judge.
- f. Judging shall be governed by the provisions in Section 7-B-1c.
- g. Judging Criteria:
 - i. **Analysis:** Did the debater clearly explain the most important issues in the topic?
 - ii. **Evidence:** Did the debater support arguments with facts and expert opinions?
 - iii. **Reasoning:** Did the conclusions reached by the debater flow from the evidence?
 - iv. **Crossfire:** Were questions relevant and brief? Were answers on point?
 - v. **Rebuttal:** Did the debater effectively counter the arguments of the opponents?
 - vi. **Delivery:** Was the debater's delivery clean, pleasant, and easily understood?

- vii. No plan arguments should be presented by any debaters
 - viii. In the final analysis the winning team should be the one which presented the more believable position.
- NOTE:** Oral critiques are not permitted.
- h. Unethical Conduct: Students participating in interscholastic debate are expected to follow all rules of the event and be ethical in their conduct and practices while preparing for or during debate. All conduct and actions should meet the rules of the event. These same actions should be honest, fair, reputable and good for the activity.
 - i. Challenging Evidence: It shall be the responsibility of the opponent(s) only to challenge the opposition for the falsification or fabrication of evidence.
 - a) Indictments or protests of the validity of evidence shall be made on substantive grounds.
 - b) The challenger must have either the original source or a copy of the source being cited, or
 - c) The challenger must demonstrate that reasonable search has not been able to locate the source. (Such as copies of relevant pages in "Books in Print," "Readers Guide," "P.A.I.S.," etc.)
 - ii. Procedure of Challenge:
 - a) The challenge must occur during the round.
 - b) The judge(s) shall make note of the challenge with the round continuing. If evidence is taken from a "handbook" and better evidence is provided the judge(s) shall weigh in the regular decision.
 - c) Entrants shall report to the tournament manager along with school directors. The manager shall hear the evidence then if needed convene the grievance committee.
 - d) If challenge is upheld the entrant(s) challenged shall be disqualified from the tournament and lose that round with no other ballots from previous rounds being altered.
 - (i) Should a disqualification occur at a district tournament in Rounds 1, 2 or 3 a fill team, if available, shall be required to provide an entry to complete the preliminary rounds. If a disqualification should occur at the state tournament the disqualified team shall forfeit all remaining rounds.
 - (i) Should the disqualification occur in an elimination round, the challenger(s) shall advance to the next round.
 - i. Non-Internet connected computers, electronic storage, retrieval devices, etc. shall be allowed in rounds of Policy, Lincoln-Douglas and Public Forum Debate. Connectivity to any person, machine, device, server outside the competition room, wired and/or wireless networks is strictly prohibited during all rounds. Other prohibited devices include cell phones and personal digital assistants. (Ex: Palm/Treo/Blackberry/etc.).
 - j. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

4. ONE-ACT PLAY **NOTE:** See Section 5-A-4 concerning repetition.

- a. Each school entering a One-Act Play shall have prepared for presentation a One-Act Play or a cutting from a longer play. Readers Theatre shall not be accepted as an entry in this event. No distinction shall be made between serious and light presentations; each play shall be considered by the critic upon its own merits. Non musical cuttings from musical plays are allowed for performance by One-Act Play entries; however, musical plays and musical cuttings from musical plays shall not be allowed. Music may be used for dramatic effect. The play should include the elements of stage movement and business. It is important that the selection be given some thought in order to ascertain the credibility of characters, development of plot, and facilities for presentation.
- b. A student may not perform in both the Readers Theatre and One-Act Play events.
- c. Any play exceeding thirty-five minutes in length or exceeding thirty minutes for set-up, rehearsal, and take-down shall be reduced by 1 rank by each judge.
- d. Each play shall have approximately thirty minutes for set-up, rehearsal, and striking, which may include music.
- e. Each school shall supply its own make-up, costumes, and properties. All special curtains, furniture and extra scenic effects must be supplied by the contestants.
- f. Each play director, using the form provided by the MSHSAA, will provide the: Title, Author, Cast and Characters, Lighting Cues and Sounding Cues. The director shall forward these forms with the contest entry blank.
- g. Programs shall not be permitted to be distributed in One-Act Play or Readers Theatre at the district or state tournaments.
- h. Certified permission for producing a royalty play or cutting from one should be provided the tournament manager with the entry form. Performance shall not be allowed if this is not provided to the manager prior to the performance time. Verification of non-royalty status shall also be provided.
- i. Judging Criteria:
 - i. **Script Choice:** Was the selection, a one-act play or cutting from a longer play, given thought in order to ascertain the credibility of characters, development of plot, and facilities for presentation? Did it meet acceptable literary standards?
 - ii. **Style:** Did the artistic choices that composed the production have a foundation in an interesting, defensible interpretation of the script? Did the production allow full expression of the values of the script as interpreted?
 - iii. **Interpretation and Understanding of Theme:** Did the production reflect a defensible interpretation of the theme of the play?
 - iv. **Stage Composition:** Was the furniture placement (or lack of it) conducive to the stage movement, groups, and picturization of the play?
 - v. **Movement, Business and Groupings:** Did the stage movement, groupings, etc., make the play easy to follow and indicate the point of interest in the scenes? Did the business grow from the script or thrust the

- ideas of the case and/or director upon the play?
- vi. **Tempo, Rhythm and Pace:** Was there an attempt to point up a defined rhythm in the production? Did the production give the impression of smoothness?
- vii. **Actors: Communication:** Were the actors able to communicate clearly and artistically the demands of the script as it was interpreted by the production?
- viii. **Actors: Characterization:** Did the actors have the training and ability necessary to devote themselves to the performance of the physical and emotional makeup of their character? Were the actors able to particularize the problems of their individual characters and avoid acting "in general?" Was the acting convincing?
- ix. **Ensemble:** Did each individual performance fit into the production as an integral part of the whole?
- x. **Speech and Projection:** Were the actors audible and articulate?
- xi. **Scenery/Set:** Given that the contest production does not offer as much opportunity for participants to display as much competency in technical theatre as acting/direction, did whatever scenery used help the actors communicate the play to the audience?
- xii. **Costumes:** Were they stage worthy and communicative?
- xiii. **Overall Effect:** Was the emphasis on the whole production rather than the individual? Did the director sufficiently challenge the actors and the audience? No distinction shall be made between serious and light presentations; each program shall be considered by the critic upon its own merits.

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- j. One-Act Play performances at the district and state tournaments will be bound by the facility restrictions for all host sites used. (See Speech/Debate/Theatre page of MSHSAA website for facility descriptions).
- k. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

5. READER'S THEATRE-GROUP INTERPRETATION

NOTE: See Section 5-A-4 concerning repetition.

- a. Each school entering the Reader's Theatre event shall have prepared for presentation a program which meets acceptable literary standards. This program may be taken from prose, poetry, plays, or a combination of these. No distinction shall be made between serious and light presentations; each program shall be considered by the critic upon its own merits. It is important that the selection be given some thought in order to ascertain the credibility of characters, development of plot, and the available facilities.
- b. The Readers Theatre group shall consist of three or more students. A student may not perform in both the One-Act Play and Readers Theatre events.
- c. Selections will be presented in a classroom or other room which provides classroom atmosphere.
- d. Any program exceeding thirty minutes shall be reduced by 1 rank by each judge. An additional total of ten minutes shall be allowed for set-up and striking.
- e. Scripts must be read from.
- f. No electronic effects other than music are allowed.
- g. Live sound effects may be used but music may be used only as background or to establish mood. All playback devices for such music must be furnished by the participating school.
- h. If possible, the host school will provide chairs, stools, and reading stands. If these are not available, the manager will notify the participating schools so they can bring their own. In addition, free standing ladders and/or **boxes** may be used but participating schools will be responsible for bringing their own.
NOTE: Ladders and/or **boxes** may be used only for the same purpose as stools. A free standing ladder is one which stands by itself with no assistance from any other object.
- i. Area lighting will not be allowed.
- j. No costumes or stage makeup may be used, but schools are allowed to have the participants dress in a uniform. Attire which identifies characters is not allowed and will be considered costuming.
- k. Stage movement and business shall be limited; the narrator may move about and the compositional grouping may change. No props or set pieces shall be allowed other than scripts, stools, chairs, free standing ladders, boxes and reading stands, none of which may be decorated, beyond a single color per object. A free standing ladder is one which stands by itself with no assistance from any other object.
- l. Off-stage or mixed focus (a combination of off-stage and on-stage focus) is permitted.
- m. Programs shall not be permitted to be distributed in One-Act Play or Readers Theatre at the district or state tournaments.
- n. Materials used shall meet standards of good taste.
- o. If a judge questions any of the above rules have been violated, the judge shall refer such concern to the site manager in writing after the conclusion of the performance in question. The site manager shall inform the tournament manager or grievance committee of the concern and notify the remaining members of the judging panel to withhold their final rankings of the performances until the issue has been resolved by the tournament manager and/or grievance committee.
- p. Judging Criteria:
 - i. **Script:** Did the program meet acceptable literary standards? Was it good literature, in good taste? Was it well organized?
 - ii. **Interpretation and Understanding of the Theme:** Did the artistic choices that composed the program have a foundation in an interesting, defensible interpretation of the script? Did the readers and director

- iii. **Style:** Did the program allow full expression of the values of the script as interpreted?
- iv. **Business and Ensemble Grouping:** Did the placement of the interpreters facilitate the picturization of the program (the grouping may change to show changes in the literature)? Did the body language convey the meaning of the selection?
- v. **Rhythm, Tempo and Pace:** Was there an attempt to point up a defined rhythm in the interpretation? Did the interpretation give the impression of smoothness?
- vi. **Readers Communication:** Were the readers able to communicate the physical and emotional makeup of their characters? Were the readers able to communicate clearly and artistically the demands of the script as was intended by this interpretation?
- vii. **Readers Characterization:** Were the readers able to particularize the problems of their individual character? Were the characters believable?
- viii. **Ensemble:** Did each individual interpretation fit into the program as a whole? Was the emphasis on the whole interpretation rather than the individual? Did the group function as a unit?
- ix. **Voice and Dictation:** Were the voices of the readers adapted to the character(s) they were portraying? Was enunciation and articulation distinct? Did the readers project?
- x. **Overall Effect:** Did the director sufficiently challenge the readers and the audience? No distinction shall be made between serious and light presentations; each program shall be considered by the critic upon its own merits.

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- q. Each play director, using the form provided by the MSHSAA, will provide the: Title, Author, Cast and Characters, Lighting Cues and Sounding Cues. The director shall forward these forms with the contest entry blank.
- r. Certified permission for producing any programs requiring royalties should be provided to the tournament manager with the entry blank. Performances shall not be allowed if this is not provided the manager prior to performance time. Verification of non-royalty status shall also be provided.
- s. Readers Theatre performances at the district and state tournaments will be bound by the facility restrictions for all host sites used. (See Speech/Debate/Theatre page of MSHSAA website for facility descriptions).
- t. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

6. DRAMATIC INTERPRETATION (10 minutes) NOTE: See Section 5-A-4 concerning repetitions.

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.
- b. The student entering dramatic interpretation shall:
 - i. Interpret a cutting from published and copyrighted material. The participant shall have available on site access to the original source of the selection in case material is challenged.
 - ii. Give a suitable introduction for his/her cutting; title(s) and author(s) of all selections must be identified.
 - iii. Choose material that meets acceptable literary standards.
 - iv. Use no costumes or properties.
 - v. Present the interpretation from memory.
- c. This event is an oral interpretation. Characterization and action are to be suggested rather than represented. Communication of the interpreter's understanding of the ideas and mood of the scene is of primary importance.
- d. The time limit shall be not more than ten minutes, including the introduction.
- e. Judging Criteria:
 - i. **Selection:** Did the selection meet acceptable literary standards? Was the selection worthy of study on the part of the student? Was cutting adequate?
 - ii. **Introduction:** Did the introduction give sufficient information to establish the scene, time, and place of the selection? Did it provide an understanding of what has happened in the plot up to the scene presented? Did it introduce the characters and their importance to the selection as a whole?
 - iii. **Delivery:** Were the voice, gestures and facial expressions adapted to the selection? In the interpretation, were the inflections varied and meaningful? Was tempo correct? Did the student present the selection as an oral interpretation? Suggestion rather than representation is desired in delivery.
 - iv. **Understanding:** Did the student appear to have an understanding of the mood and ideas of the selection? Did he/she understand the author's theme and purpose?
 - v. **Character(s):** Were the character(s) differentiated clearly? Were the emotional and mental elements of the character(s) understood and projected?

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- f. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

7. DUET ACTING (10 Minutes) NOTE: See Section 5-A-4 concerning repetitions.

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.

- b. Two students entering duet acting shall
- c. Present a scene from published and copyrighted material. The participant shall have available on site access to the original source of the selection in case material is challenged.
- d. Memorize roles completely
- e. Limit stage furnishings to two chairs and one table, which shall be provided by the tournament management only. A violation of this rule shall result in disqualification.
- f. Use no makeup, costumes or properties of any kind.
- g. Adequately introduce their selections; title(s) and author(s) of all selections must be identified.
- h. Choose material that meets acceptable literary standards.
- i. The time shall be not more than ten minutes, including the introduction.
- j. Judging Criteria:
 - i. **Selection and Introduction:** Did the selection meet acceptable literary standards? Was it properly introduced by one of the actors? Did the introduction adequately set the scene, time and place? Did it provide an understanding of what had happened in the plot up to the scene presented? Did it introduce the characters and their importance in the selection?
 - ii. **Characterization:** Did the actors adequately portray the characters in the scene? Did they stay in character? Did they know and understand their lines? Did they pick up cues? Were the actions and gestures appropriate, movements natural and motivated? Was tempo suitable to this situation? Did the actors contribute appropriate visual aspects and gestures to the characterization?
 - iii. **Voice and Diction:** Were the voices of the actors adapted to the characters they were portraying? Was enunciation and articulation distinct?
 - iv. **Stage Movement and Business:** Did the stage movement and business create a vivid image and help to clarify the author's meaning and intent?

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- k. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

8. HUMOROUS INTERPRETATION (10 Minutes)

NOTE: See Section 5-A-4 concerning repetitions.

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.
- b. The student entering humorous interpretation shall:
 - i. Interpret a cutting from a published and copyrighted material from memory. The participant shall have available on site access to the original source of the selection in case material is challenged.
 - ii. Give a suitable introduction for his/her cutting; title(s) and author(s) of all selections must be identified.
 - iii. Choose material that meets acceptable literary standards.
 - iv. Use no costumes or properties.
 - v. Present the interpretation from memory.
- c. This event is an oral interpretation. Characterization and action are to be suggested rather than represented. Communication of the interpreter's understanding of the ideas and mood of the scene is of primary importance.
- d. The time limit shall be not more than ten minutes, including the introduction.
- e. Judging Criteria:
 - i. **Selection:** Did the selection meet acceptable literary standards? Was the selection worthy of study on the part of the student? Was cutting adequate?
 - ii. **Introduction:** Did the introduction give sufficient information to establish the scene, time, and place of the selection? Did it provide an understanding of what has happened in the plot up to the scene presented? Did it introduce the characters and their importance to the selection as a whole?
 - iii. **Delivery:** Was the voice, gestures and facial expression adapted to the selection? In the interpretation, were the inflections varied and meaningful? Was tempo correct? Did the student present the selection as an oral interpretation? Suggestion rather than representation is desired in delivery.
 - iv. **Understanding:** Did the student appear to have an understanding of the mood and ideas of the selection? Did he/she understand the author's theme and purpose?
 - v. **Character(s):** Were the character(s) differentiated clearly? Were the emotional and mental elements of the character(s) understood and projected?

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- f. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

9. POETRY READING (8 Minutes)

NOTE: See Section 5-A-4 concerning repetitions.

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict the coach shall contact the tournament manager for an adjustment in the schedule.
- b. The student entering poetry reading shall:
 - i. **Read** poetry from published and copyrighted literature. The participant shall have available on site

- access to the original source of the selection in case material is challenged.
 - ii. Prepare an introduction (and transitions, if needed) to the selection or selections; title(s) and author(s) of all selections must be identified.
 - iii. Select material from sources other than plays or prose.
 - iv. Make the printed page “come alive” for his/her audience.
 - c. Although the material should be well in mind, it shall not be memorized and ***shall be read*** from the printed page with occasional eye contact. The student shall stand in place except for minor stance alterations. The student shall communicate an appreciation of the literature he/she is reading.
 - d. The time limit shall be not more than eight minutes, including introductions
 - e. Judging Criteria:
 - i. ***Introduction:*** Did the introduction serve a useful purpose?
 - ii. ***Comprehension:*** Did the student appear to have an understanding of the meaning, mood, and emotion of the selection or selections?
 - iii. ***Delivery:*** Although the material should be well in mind, it shall not be memorized and shall be read from the printed page. Was the student's voice suited to the selection? Did it indicate lively imagination and sympathy for the mood of the material, or did it fall into a tone and/or rhythm pattern? Was pronunciation correct? Enunciation clear-cut? Did bodily action contribute to the interpretation?

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- f. **ELECTRONICS USE:** The use of Tablets and E-Reader's, without sound or video capabilities, are permitted in Poetry Reading.
- g. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

10. PROSE READING (8 Minutes)

NOTE: See Section 5-A-4 concerning repetitions.

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.
- b. The student entering Prose Reading shall:
 - i. ***Read*** prose from published and copyrighted literature. The participant shall have available on site access to the original source of the selection in case material is challenged.
 - ii. Prepare an introduction (and transitions, if needed) to the selection or selections; title(s) and author(s) of all selections must be identified.
 - iii. Select material from sources other than plays, poetry, verse or novels written in verse, which includes less than 50% dialogue.
 - iv. Make the printed page “come alive” for his/her audience.
- c. Although the material should be well in mind, it shall not be memorized and ***shall be read*** from the printed page with occasional eye contact. The student shall stand in place except for minor stance alterations. The student shall communicate an appreciation of the literature he/she is reading.
- d. The time limit shall be not more than eight minutes, including introductions and transitions.
- e. Judging Criteria:
 - i. ***Introduction:*** Did the introduction serve a useful purpose?
 - ii. ***Comprehension:*** Did the student appear to have an understanding of the meaning, mood and emotion of the selection or selections?
 - iii. ***Delivery:*** Although the material should be well in mind, it shall not be memorized and shall be read from the printed page. Was the student's voice suited to the selection? Did it indicate lively imagination and sympathy for the mood of the material, or did it fall into a tone and/or rhythm pattern? Was pronunciation correct? Enunciation clear-cut? Did bodily action contribute to the interpretation?

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- f. **ELECTRONICS USE:** The use of Tablets and E-Reader's, without sound or video capabilities, are permitted in Prose Reading.
- g. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

11. STORYTELLING (8 Minutes)

NOTE: See Section 5-A-4 concerning repetitions.

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.
- b. The student entering storytelling shall:
 - i. Perform a published and copyrighted story of his/her choice, originally for children. The participant shall have available on site access to the original source of the selection in case material is challenged.
 - ii. Use no costumes or properties of any type
 - iii. Have the story well enough in mind to share it adequately with the intended audience.
 - iv. Prepare an introduction to the selection, which may be given in a standing or seated position; title(s) and

author(s) of all selections must be identified.

- c. The contestant shall narrate the story:
- d. In a combination of his/her own words and original essential phrases.
- e. Using good speaking practices with an emphasis on good conversational style and spontaneous bodily activity.
- f. From a seated position on a chair or stool with all legs of the chair/stool in contact with the floor, throughout the entire performance. The contestant must keep her/his derriere in contact with the seat of the chair or stool, throughout the entire performance, using the stationary chair or stool provided by the tournament host/site.
- g. The time limit shall be not more than eight minutes, including the introduction.
- h. Judging Criteria:
 - i. **Introduction:** Did the introduction adequately prepare the audience for the story?
 - ii. **Understanding:** Did the student appear to have an understanding of the meaning, mood, and emotion of the story?
 - iii. **Delivery:** Was it narrated by the contestant in a combination of his/her own words and original essential phrases from the author without the use of notes? Did the student have the story well enough in mind to share it adequately with the intended (age group) audience? Were good speaking practices used with emphasis on good conversational style and spontaneous bodily activity?

NOTE: Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.

- i. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

12. RADIO SPEAKING (5 Minutes)

- a. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.
- b. The student entering radio speaking shall:
 - i. Prepare and present a script which contains news, weather, and sports.
 - ii. Use copy no more than 24 hours old - as of the tournament's first round - to prepare the script.
 - iii. Use no commercials.
 - iv. Not portray multiple characters.
- c. Each presentation shall be read **without** the use of a microphone. The judge shall turn his or her back to the speaker while hearing the presentation.
- d. The contestant's voice shall be pleasing when heard on radio. His/her articulation should be clear; enunciation distinct and pronunciation accurate. The student's voice including quality, pitch, volume, modulation and rate should be used to good advantage. The individual should have a thorough understanding of the material.
- e. The speaking time shall be five minutes (see Section 7-12-f-vi).
- f. Judging Criteria:
 - i. **Voice:** Was the voice, including quality, pitch, volume, and rate, used to good advantage? Was the voice well modulated?
 - ii. **Phrasing:** Did the phrasing bring out the meaning of the news? Did it allow for the proper breathing? Did it provide smooth continuity to the material read? Were the inflections varied, flexible, and meaningful? Did they fit the context of the material read?
 - iii. **Reading:** Was the reading clearly articulated? Was pronunciation accurate and was enunciation distinct and appropriate to the speaker?
 - iv. **Speaking Technique:** Was breathing inaudible? Did the speaker eliminate script noise?
 - v. **Composition:** Was material well arranged? Were proper transitions made? Was excessive filler used? Were stories well developed and interesting?
 - vi. **Timing:** Did the speaker effectively utilize the 5 minutes with a minimum of "dead air" or overtime?

NOTE: Oral critiques are not permitted.

- g. **ELECTRONICS USE:** The use of electronic devices, including cell phones, without sound capabilities in Radio Speaking is permitted.
- h. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

13. UNITED STATES (U.S.) EXTEMPORANEOUS SPEAKING (7 Minutes)

- a. No double entry shall be allowed in Extemporaneous Speaking divisions.
- b. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule. Each director shall submit topics to the district tournament manager per Section 9-F.
- c. The student entering U.S. Extemporaneous Speaking shall:
 - i. Be well read in leading periodicals and newspapers.
 - ii. Have a thorough understanding of current problems.
 - iii. Be able to speak precisely and intelligently on these problems.
 - iv. Have command of adequate techniques for delivery.
 - v. Be adept at organizing his/her thoughts in such a way that he/she can put them across to audience

- vi. with a lively sense of communication.
- Use no notes in the delivery of the speech.
- d. The topics shall be:
 - i. From current news magazines and newspapers.
 - ii. Devoted exclusively to domestic (U.S.) matters in all rounds of the district and state tournaments.
- e. The event shall be carried out in the following manner:
 - i. A list of all contestants to speak in the event shall be posted.
 - ii. Each contestant shall, following the order of speaking, draw three topics 30 minutes prior to assigned speaking time. He/she shall select one and immediately return the other two topics.
 - iii. The student shall then be assigned a place to prepare the speech. The contestant may use any material which he/she has with him/her. The individual may not consult with anyone during this period.
 - iv. At the end of the 30 minutes, the student shall deliver his/her speech in the room designated for that purpose.
 - v. The use of pre-prepared speeches or speech outlines or cut evidence is prohibited.
- f. The speaking time shall be not more than seven minutes.
- g. Judging Criteria:
 - i. **Organization:** Was the speech organized in its development from introduction to conclusion?
 - ii. **Relevance:** Did the speaker deal directly and exclusively with his/her topic?
 - iii. **Delivery:** Was the speech presented in the form of oral rather than those of written discourse? Did the speaker have a full realization of the context of the speech throughout delivery? Did the speaker exercise a lively sense of communication? Was the speaker's command of techniques adequate for his/her needs?
 - iv. **Knowledge of Subject:** Did the speaker have adequate knowledge of the subject?

NOTE: Oral critiques are not permitted.
- h. ELECTRONICS USE: The use of non-internet connected laptops, E-Reader's and Tablets in US Extemporaneous Speaking is permitted.
- i. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

14. INTERNATIONAL EXTEMPORANEOUS SPEAKING (7 Minutes)

- a. No double entry shall be allowed in Extemporaneous Speaking divisions.
- b. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule. Each director shall submit topics to the district tournament manager per Section 9-F.
- c. The student entering International Extemporaneous Speaking shall:
 - i. Be well read in leading periodicals and newspapers.
 - ii. Have a thorough understanding of current problems.
 - iii. Be able to speak precisely and intelligently on these problems.
 - iv. Have command of adequate techniques for delivery.
 - v. Be adept at organizing his/her thoughts in such a way that he/she can put them across to audience with a lively sense of communication.
 - vi. Use no notes in the delivery of the speech.
- d. The topics shall be:
 - i. From current news magazines and newspapers.
 - ii. Devoted exclusively to foreign (International) matters in all rounds of the district and state tournaments.
- e. The event shall be carried out in the following manner:
 - i. A list of all contestants to speak in the event shall be posted.
 - ii. Each contestant shall, following the order of speaking, draw three topics 30 minutes prior to assigned speaking time. He/she shall select one and immediately return the other two topics.
 - iii. The student shall then be assigned a place to prepare the speech. The contestant may use any material which he/she has with him/her. The individual may not consult with anyone during this period.
 - iv. At the end of the 30 minutes, the student shall deliver his/her speech in the room designated for that purpose.
 - v. The use of pre-prepared speeches or speech outlines or cut evidence is prohibited.
- f. The speaking time shall be not more than seven minutes.
- Judging Criteria: **NOTE:** Oral critiques are not permitted.
 - i. **Organization:** Was the speech organized in its development from introduction to conclusion?
 - ii. **Relevance:** Did the speaker deal directly and exclusively with his/her topic?
 - iii. **Delivery:** Was the speech presented in the form of oral rather than those of written discourse? Did the speaker have a full realization of the context of the speech throughout delivery? Did the speaker exercise a lively sense of communication? Was the speaker's command of techniques adequate for

- iv. his/her needs?
- iv. **Knowledge of Subject:** Did the speaker have adequate knowledge of the subject?
- g. ELECTRONICS USE: The use of non-internet connected laptops, E-Reader's and Tablets in International Extemporaneous Speaking is permitted.
- h. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

15. ORIGINAL ORATORY (10 Minutes)

- a. A speech shall not be repeated by a student who gave that speech in an interscholastic speech event in any previous school year.
 - b. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict, the coach shall contact the tournament manager for an adjustment in the schedule.
 - c. The student entering original oratory shall:
 - i. Deliver a persuasive speech of his/her own composition with no more than 150 words of quoted material. All quoted material shall be credited within the text of the speech.
 - ii. Deliver the speech from memory, without notes.
 - iii. Choose a subject for the speech that is interesting and significant.
 - iv. Use sensible appeals and sound reasoning.
 - v. Show a lively sense of communication, using bodily action and voice to the best advantage.
 - vi. Use no visual aids.
 - d. The participant shall have available a copy of the original oration in the case it is challenged. (Any contestant failing to provide the copy is subject to disqualification).
 - e. The speaking time shall be not more than ten minutes.
 - f. Judging Criteria:
 - i. **Content:** Was the content of the speech worthy of communication? Was it a persuasive speech? Was the topic significant and interesting?
 - ii. **Organization:** Was the speech well organized in its development from introduction to conclusion? Was the language suitable to the speech?
 - iii. **Delivery:** Did the speaker adapt himself/herself to the speaking situation? Did the speaker have a full realization of the content of his/her speech throughout the delivery? Did the speaker exercise a lively sense of communication? Was his/her command of techniques adequate for his/her needs? Was the speech presented in the forms of oral rather than those of written discourse?
 - iv. **Total Effectiveness:** Did the speech effectively fulfill its intended purpose?
- NOTE:** Oral critiques are not permitted. In finals, judges may allow a grace period for audience reaction.
- g. A violation of any rule/regulation for this event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.

SECTION 8: INSTRUCTIONS FOR JUDGES

- A. Each event shall have at least one judge, and each event shall have a timekeeper. If a coach refuses to judge, his/her team or contestant will forfeit that round.
- B. **In the event that a timekeeper does not show up to start a round of competition, the judges should NOT wait for a timekeeper to arrive. The round should begin as scheduled.**
- C. Timekeepers shall adhere strictly to the time schedule and shall notify the judge when a contestant exceeds the time limit rather than stopping the performance. Time cards should be used to indicate time remaining to the performer for all events except One-Act Plays and Readers Theatre. Contestants who exceed the time limit may be penalized by the lowering of the contestant's speaking rank by one or more places in the final ranking for that round, and in debate by the reduction of quality points and/or speaker ranks, and is to be determined by the judge's discretion. In One-Act Play and Readers Theatre, for exceeding the events time limit, each judge shall automatically lower the rank by one position.

NOTE: In finals, judges may allow a grace period for audience reaction, except in Radio Speaking, U.S. Extemporaneous Speaking and International Extemporaneous Speaking.

Judges in any event are to use the standard critic evaluation form for that event, as published by the MSHSAA and provided by the tournament director. Judges shall provide complete written comments on all ballots in order to make the experience educational. A judge shall evaluate each performance independently and shall not collaborate with other judges when assigning rankings or ratings.
- D. Ratings which will appear on the standard critic form are defined as follows:

| | |
|-------------------|--|
| EXCELLENT: | Shall represent an outstanding performance. (The number of excellent ratings given shall not be limited by the number qualifying for state competition. Qualification for state competition is determined by the ranking provided the manager by the judge and not whether or not the performance received an excellent rating.) |
| SUPERIOR: | Shall represent a performance that is outstanding in many but not all respects. |
| GOOD: | Shall represent a good performance that may be above average in some respects and below average in others, but not outstanding in any respect. |
| AVERAGE: | Shall represent a performance that is poor in some respects and not above average in any |

respect.

BELOW AVERAGE: Shall represent a performance that is poor in most respects.

- D. No judge is to designate any rank for the purpose of making an award of any type other than provided for in this manual.
- E. Each judge in the district speech and theatre events shall be provided a certification ranking form for each event he/she judges. The judge shall rank the contestants in each event judged.
- F. No oral critiques are permitted in any event. The judge shall not reveal the ranking or rating of cast, team or individual.
- G. After the last presentation in an event, the judge shall take the completed evaluation forms to the TAB room/tournament director who shall record the rank and ratings and post the results.
- H. The judge shall keep in mind that he/she is judging high school students and not college or professional groups. The judge's comments should be presented so that they provide an educational experience. Specific suggestions should be written on the individual evaluation forms to help make the ratings meaningful and in such a way that the student is encouraged to try to do better the next time.
- I. Debate judges shall write the debater's rank after the speaker's name on the ballot.
- J. Debate judges shall be responsible to deal with challenges. The challenge shall be made during the round. If evidence is from a brief and in error and better evidence is provided, then the judge shall weigh in his/her regular decision. Other challenges shall be reported to the manager following the completion of the round. Please refer to Section 7-B-1-e, Section 7-B-2-f and Section 7-B-3-g for more specific procedures.
- K. In debate at the state tournament two judges from the same district shall not judge together in the same room. Also, a judge from one district shall not judge a debate entrant from the same district.
- L. The Board of Directors shall set fees for judges in the district and state events.
- M. Judges shall consult evaluative criteria for the events they are to judge. A violation of the regulations for the event shall be noted to the manager.
- N. Judges of speech events at the state tournaments shall rank and rate each contestant in the two preliminary rounds. The eight performers with the lowest rankings at the end of the two preliminary rounds will qualify for a final round.
- O. The district manager shall inform all judges that they should excuse themselves from rounds where they may have a conflict of interest with contestants or schools and, in such situations; a judge should notify the judge coordinator.
- P. No judge shall judge the same student in the same speech event more than once in the same tournament.
- Q. A critic shall not attempt to recruit high school speech students participating in district or state events in which he/she is acting as a critic. The MSHSAA Board of Directors is opposed to any recruiting of high school students during the time a tournament is in progress because of the possibility that this distraction may affect the student's performance.
- R. Cell phones and other electronic communication devices may not be turned on while in the preparation rooms, the competition rooms, or in the awards ceremony. *EXCEPTION: Cell phones can be turned on in due date for processing such rosters shall be the day before the first permissible contest.*
- T. The use of electronic retrieval devices shall be prohibited during the rounds. (Non-internet connected computers shall be allowed permanently in Policy Debate, including invitational, district and state tournaments/events. Invitational tournament hosts may choose to prohibit the use of computers.)

SECTION 9: DISTRICT ENTRY PROCEDURES

- A. **ENTRIES:** Entry information for the district and state events is located on the MSHSAA website (www.mshsaa.org).
NOTE: School Activities Directors must register for speech/debate/theatre, pay the registration fee, and submit a student-eligibility roster online before any materials are sent and assignments are made.
 - 1. District Entries: The entry process is online through the MSHSAA website via the "district entries" link.
Note: A school may make substitutions to its district tournament entries by submitting the substitutions in the competitor's names and/or the selection titles in writing to the district manager. Schools shall print off the online invoice and submit payment for entry fees, after the completion of the district and state tournament.
 - 2. Directors must indicate with their district and state entries if the school squad includes students requiring special physical accommodations.
 - 3. Directors should only enter students in the district tournament who will be available to represent the school and their district at the state tournament.
- B. **LATE ENTRIES:** District entries submitted after the deadline date, but before the scheduling of performances is completed, may be accepted provided the school pays a late penalty of \$100 (the late fee for additional entries submitted by a school that submitted initial entries by the published deadline shall not be assessed if such additional entries are received more than seven days prior to the start of the district tournament). No additional entries will be accepted 7 days prior to the district tournament. The district manager shall notify the MSHSAA in writing regarding late entries; the MSHSAA shall invoice any school(s) owing a late penalty fee; and the MSHSAA shall pay all late penalty fees to the host school(s).
- C. **SUBSTITUTIONS:**
 - 1. Substitutions at the district tournament may be made from the list of eligible students included on the school's student-eligibility roster submitted on the MSHSAA website. Any cancellations should be reported to the manager before the date of the tournament if at all possible.
 - 2. Substitutions at the state tournament may be made in case of an unforeseen emergency and with prior approval of the MSHSAA Office in team/group events and such substitutes must adhere to the limitations on entries as listed in Section 12-D of the Speech, Debate and Theatre Manual.

3. There shall be no substitutions in debate after the beginning of the first round.
4. All substitutes must be or have been eligible for the entry in which they are substituting beginning at the district tournament.

FOR EXAMPLE:

District Event Student Entered:

Student not eligible for substitution in event:

| | |
|---|---------------------------------------|
| One-Act Play..... | Readers Theatre |
| Readers Theatre..... | One-Act Play |
| Policy..... | P, LD, PF |
| Lincoln-Douglas..... | P, LD, PF |
| Public Forum..... | P, LD, PF |
| Entered in 3 events, regardless of further qualifications ... | 4th Entry |
| U.S. Extemporaneous Speaking..... | International Extemporaneous Speaking |
| International Extemporaneous Speaking..... | U.S. Extemporaneous Speaking |

NOTE: Members of a "fill-entry" in Policy or Public Forum debate at a district tournament are eligible to substitute in a school's Policy or Public Forum debate team at the state tournament in case of an unforeseen emergency provided the substitute(s) would have been eligible to enter the event at the beginning of the district tournament.

C. LIMITATIONS:

1. Only those students who meet the eligibility standards listed in Section 1 of this manual may participate in the district and state speech events. (Exception: Children below high school age may be used in children's parts in the one-act play event.)
2. A school is permitted only one entry in each speech event, one in the Readers Theatre event, one in the One-Act Play event, no more than two in Lincoln-Douglas Debate, no more than two two-member teams in Policy Debate, and no more than two two-member teams in Public Forum.
3. A student may participate in no more than three different events at the district tournament including Readers Theatre, One-Act Play, and Debate. No student shall participate in both Readers Theatre and One-Act Play events or in more than one Debate event. No student shall participate in both U.S. Extemporaneous Speaking and International Extemporaneous Speaking.
4. A student must use the same selection in all rounds of the district tournament. Likewise, a student must use the same selection in all rounds of the state tournament. It is acceptable; however, to use a different selection at state than the one used at the district tournament.
5. The district manager shall record the selections utilized by each school in order to support the repetition rule.

D. PARTICIPATING SCHOOLS PROVIDE TIMERKEEPERS AT DISTRICTS: Each participating school must provide a timekeeper at the district tournament when requested by the tournament director.

E. ENTRY REQUIREMENTS FOR EXTEMPORANEOUS SPEAKING: Each school entering U.S. Extemporaneous Speaking and/or International Extemporaneous Speaking at the district tournament shall submit, along with its entries, a list of five (5) U.S. Extemporaneous topics and/or (5) International Extemporaneous topics which will collectively serve as the pool for extemporaneous topics for the district tournament. U.S. topics shall deal with domestic matters and International topics shall deal with foreign matters. Schools qualifying for either extemporaneous speaking division at the state tournament are also requested to submit topics to the tournament manager via the state entry verification process on the MSHSAA website.

F. ENTRY FEES-Approved by MSHSAA Board of Directors

1. Entry fees for the district and state events shall be as follows:

| Event | District | State |
|-------------------------------------|-----------------|--------------|
| 1 One-Act Play | \$50.00 | \$60.00 |
| 2 Readers Theatre | \$50.00 | \$60.00 |
| 3 Each Policy Debate team | \$30.00 | \$35.00 |
| 4 Each Public Forum Debate team | \$30.00 | \$35.00 |
| 5 Each Lincoln-Douglas Debate entry | \$20.00 | \$25.00 |
| 6 Each Speech event | \$10.00 | \$12.00 |

2. No refunds will be made for any cancellations.

SECTION 10: ADMINISTRATIVE REGULATIONS DISTRICT/STATE

A. TOURNAMENT COMMITTEE: The manager shall appoint a tournament/grievance committee of three speech directors from participating schools to serve on a committee to assist in the management of the tournament to assign judges to avoid the possibility of a conflict of interests, and to serve with him/her as a jury of appeals to rule on questions arising at the tournament (appointed committee members should be rotated from one year to the next).

1. The committee shall include the MSHSAA Speech Advisory Committee member from the district when available and at least one coach from one of the smaller schools participating in the tournament.
2. Should a member of the committee's school be involved in the grievance, the committee member shall be replaced with a committee alternate and if the alternate is not available someone may be appointed to serve in this capacity by the tournament manager.

NOTE: The committee can determine that no one is allowed to watch/scout in the preliminary rounds.

B. TAB COMMITTEE: The manager shall appoint a Tab Committee of speech directors from participating schools, which should reflect the various size schools participating in the tournament (appointed committee members should be rotated

from one year to the next). If the host school provides personnel to tabulate results relieving school directors from this responsibility, a Tab Committee shall still be established to oversee the tabulation of the events throughout the tournament.

- C. **PRE-TOURNAMENT MEETING:** Directors should expect to attend a pre-tournament meeting for the purpose of discussing administrative procedures, judging requirements and any possible problems.
- D. **TAB ROOM:** The tab room shall be open to directors. Those directors working in the tab room are not obligated to judge.
1. The tab room may be closed as results are returned so the committee may record the necessary information, but the room will be reopened following each return.
 2. Individuals working in the tab room should not discuss the standings with other individuals during the course of the tournament.
- E. **PROTESTS:** All protests shall be directed to the tournament manager in writing as soon as infractions to the rules are discovered. Any protest based on failure to follow the regulations contained in this manual shall be made to the tournament manager. Any performance which is in violation shall be disqualified.
- NOTE:** Please read Section 11-D-2 regarding when results are considered to be final and the "MSHSAA Policy for On-Site Protests of Speech, Debate, and Theatre Contests".
- F. **JUDGES FEES AND EXPENSES FOR THE DISTRICT TOURNAMENT:**
1. Reader's Theatre and One-Act Play: judges shall be paid \$9.00 per entry judged.
 2. Speech (Individual Events): judges shall be paid at \$9.00 per round judged.
 3. Debate: Policy Debate judges shall be paid \$9.00 per round judged. Lincoln-Douglas and Public Forum debate judges shall be paid \$4.50 per flight judged, (\$9 per round judged).
 4. Travel expenses: When a judge must be secured from outside of the city in which the tournament is held, the individual shall be reimbursed for transportation expenses at the rate of 38 cents per mile per car actually driven if the judge travels by automobile, or shall be reimbursed for other transportation expenses actually incurred. Any meals provided to judges by the host school shall not be charged to expenses of the tournament without pre-approval by the MSHSAA office.
 5. All expenses incurred in the administration of the district event must be approved by the MSHSAA Office.
- G. **JUDGES FEES AND EXPENSES FOR THE STATE TOURNAMENT:**
- Readers Theatre, One-Act Play and Speech event judges shall be paid \$100.00 per day, provided the individual judges a minimum of 5 hours, and shall be paid \$50.00 per half day, and provided the individual judges a minimum 2.5 hours. Debate: Policy Debate judges shall be paid \$15.00 per round judged. Lincoln-Douglas and Public Forum debate judges shall be paid \$10.00 per flight judged.
- Travel expenses: When a judge must be secured from outside of the city in which the tournament is held, the individual shall be reimbursed for transportation expenses at the rate of 38 cents per mile per car actually driven if the judge travels by automobile, or shall be reimbursed for other transportation expenses actually incurred.

SECTION 11: DISTRICT TOURNAMENT SCHEDULING AND TABULATION

- A. **GENERAL GUIDELINES:**
1. The order of performances shall be established by the local manager.
 2. The manager shall establish a time by which all teams must arrive in order to draw debate codes and after that time, a proxy shall be used to draw codes. Districts with 12 or fewer schools entered in all debate events may, upon Agreement, from a majority of coaches with debate entries, draw for debate codes up to 72 hours in advance of the first day of debate.
 3. A list of participants in each event shall be posted. Participants will perform in the order in which their names appear on the list. If unable to do so because of a schedule conflict the coach shall contact the tournament manager for an adjustment in the schedule.
 4. Any debate, speech, One-Act Play, or Readers Theatre entry that arrives after the scheduled time, through no fault of the tournament, shall be subject to forfeiture in that particular round or event.
 - a. The manager shall be authorized to make an exception when the entry is late or does not compete as scheduled because of emergency reasons beyond the control of the concerned party.
 - b. The rescheduling must not present an unreasonable inconvenience for the other participating schools.
 5. Any entry which does not participate as scheduled shall forfeit and be subject to disqualification from the tournament. Advancement into the next scheduled round of competition shall be forfeited by the entry and any place earned shall be nullified.
 - a. The debate team which forfeits shall receive a "3-4" debater's rank and points equal to the average they received in remaining rounds.
 - b. The team which received a forfeit/bye win shall receive for that round the average of the total win-loss records of their other opponents' preliminary rounds. This team shall also receive the average of their ranks and quality points for their other preliminary rounds.
 - c. A Lincoln-Douglas Debate entry that forfeits a round shall receive losses from all judges and is to receive the lowest total speaker points.
 - d. A speech event entry which forfeits will receive a ranking equal to the lowest possible rank that could be received

in any section of the event, i.e. three sections with two sections having eight contestants and one section having nine contestants. In this case the forfeited ranking would be nine.

- e. If a student performs in the wrong room, he/she shall be ranked last in that section.
- 6. The use of Speech Wire is permitted as an approved scheduling program and covered expense by any district tournament/district manager on a voluntary basis for the 2018 district tournaments with the potential of using the Speech Wire scheduling program at all districts thereafter.

B. DEBATE EVENTS

1. POLICY

- a. All teams entered shall engage in four preliminary rounds of debate at a district tournament, except when there are only two teams entered in a tournament, in which case only a single final elimination round shall be held.
- b. Schedule: The schools that are to meet in the tournament shall be determined as follows:
 - i. On the day of debate, when all debate entries have registered, each coach shall draw a number(s) which shall be used to identify his/her team(s) throughout the tournament, and determine the teams his/her school will meet. (See Section 11-A-2) Directors entering two teams shall draw first and shall designate their teams "A" and "B" for that number as they are designated on the school entry form. A school's stronger team need not be designated its "A" team. Half of the directors entering only one team shall then draw a number from those remaining and their teams shall be designated as the "A" team for the number drawn. The numbers shall then be returned to the box to be drawn by other directors with one team. The second time the number is drawn, the team shall be designated as the "B" team for that number.
NOTE: All debate draws for identifying teams or individuals at the state tournament will be pre-drawn and the schools will be notified of their school judging assignments in their confirmation letter received prior to the tournament. Scheduling shall be done so that a fill entry should not be necessary.
 - ii. If a bye is necessary, the bye shall go to the remaining "B" position after all teams have drawn. District managers are authorized to utilize a "standby" debate team from a participating school in preliminary rounds to avoid bye rounds with the understanding the standby team may NOT advance to the elimination rounds. (A "fill entry" may have to meet another team from its own school.)
 Do not start Round One of debate with more than one fill entry.
 - a) District managers shall select a "fill entry," if needed, by conducting a blind draw from those schools that checked the box on the entry form indicating the school's desire to provide such an entry. The draw for a fill team should be conducted right after the entries have been received.
 - b) Once a "fill entry" becomes a part of the debate schedule it shall remain a part of the schedule until the role of the "fill entry" is terminated by rule by the completion of the preliminary rounds.
 - c) If a bye is necessary because no "fill entry" is available, all opponents receiving the bye shall have rounds scored as a forfeit (Section 11-A-5).
 - d) Once competition has begun, if a vacancy occurs in the debate schedule due to an illness, injury, disqualification or emergency, the forfeit rule shall be invoked for the current round and remaining rounds where the vacancy then appears.
 - iii. The tournament manager shall create a schedule consisting of four preliminary rounds for Policy Debate. These schedules shall be constructed as follows: Prior to the directors' meeting, the manager shall create a preliminary schedule based on numerical pairings which satisfies the guidelines listed below:
 - a) No entry shall meet another entry more than once unless there are five or fewer entries in the tournament.
 - b) Two entries from the same school shall not meet in preliminary rounds.
 - c) Each entry shall debate both affirmative and negative sides of the topic two times and shall alternate sides when possible.
 - iv. The preset preliminary schedule shall utilize a straight slide, A meets B format. A's shall meet only B's; B's shall meet only A's. A's meet the next four (4) B's in consecutive order.

For example: 1A meets 2B, 3B, 4B and 5B. 1B's round one opponent will be the A from the highest numbered school.

Sample Policy Schedule

| | Round 1 | | Round 2 | | Round 3 | | Round 4 | |
|-------|---------|-----|---------|-----|---------|-----|---------|-----|
| | Aff | Neg | Aff | Neg | Aff | Neg | Aff | Neg |
| Rm 1 | 1A | 2B | 3B | 1A | 1A | 4B | 5B | 1A |
| Rm 2 | 2A | 3B | 4B | 2A | 2A | 5B | 6B | 2A |
| Rm 3 | 3A | 4B | 5B | 3A | 3A | 6B | 7B | 3A |
| Rm 4 | 4A | 5B | 6B | 4A | 4A | 7B | 8B | 4A |
| Rm 5 | 5A | 6B | 7B | 5A | 5A | 8B | 9B | 5A |
| Rm 6 | 6A | 7B | 8B | 6A | 6A | 9B | 10B | 6A |
| Rm 7 | 7A | 8B | 9B | 7A | 7A | 10B | 1B | 7A |
| Rm 8 | 8A | 9B | 10B | 8A | 8A | 1B | 2B | 8A |
| Rm 9 | 9A | 10B | 1B | 9A | 9A | 2B | 3B | 9A |
| Rm 10 | 10A | 1B | 2B | 10A | 10A | 3B | 4B | 10A |

2. **LINCOLN DOUGLAS**

- a. Each debater will compete in four preset rounds of preliminary competition, unless only two participants are entered, in which case only a single final elimination round shall be held.
- b. Scheduling will be handled just as it is in Policy Debate. (Straight slide, "A" meets "B", etc. refer to Section 11-B-1-b).
 - i. The debates will be scheduled so that they run two to every one of Policy Debate.
 - ii. Each judge will judge two debates per round.

Sample Lincoln-Douglas Schedule

| | <u>Round 1</u> | | <u>Round 2</u> | | <u>Round 3</u> | | <u>Round 4</u> | |
|------|----------------|-----|----------------|-----|----------------|-----|----------------|-----|
| | Aff | Neg | Aff | Neg | Aff | Neg | Aff | Neg |
| Rm 1 | 1A | 2B | 3B | 1A | 1A | 4B | 5B | 1A |
| | 2A | 3B | 4B | 2A | 2A | 5B | 6B | 2A |
| Rm 2 | 3A | 4B | 5B | 3A | 3A | 6B | 7B | 3A |
| | 4A | 5B | 6B | 4A | 4A | 7B | 8B | 4A |
| Rm 3 | 5A | 6B | 7B | 5A | 5A | 8B | 9B | 5A |
| | 6A | 7B | 8B | 6A | 6A | 9B | 10B | 6A |
| Rm 4 | 7A | 8B | 9B | 7A | 7A | 10B | 1B | 7A |
| | 8A | 9B | 10B | 8A | 8A | 1B | 2B | 8A |
| Rm 5 | 9A | 10B | 1B | 9A | 9A | 2B | 3B | 9A |
| | 10A | 1B | 2B | 10A | 10A | 3B | 4B | 10A |

3. **PUBLIC FORUM**

- a. Each debate team will compete in four preset rounds of preliminary competition, unless only two teams are entered, in which case only a single final elimination round shall be held.
- b. Scheduling will be handled just as it is in Policy Debate. (Straight slide, "A" meets "B", etc. refer to Section 11-B-1-b).
 - i. The debates will be scheduled so that they run two to every one of Policy Debate.
 - ii. Each judge will judge two debates per round.
 - iii.

Sample Public Forum Schedule

| | <u>Round 1</u> | | <u>Round 2</u> | | <u>Round 3</u> | | <u>Round 4</u> | |
|------|----------------|-----|----------------|-----|----------------|-----|----------------|-----|
| Rm 1 | 1A | 2B | 3B | 1A | 1A | 4B | 5B | 1A |
| | 2A | 3B | 4B | 2A | 2A | 5B | 6B | 2A |
| Rm 2 | 3A | 4B | 5B | 3A | 3A | 6B | 7B | 3A |
| | 4A | 5B | 6B | 4A | 4A | 7B | 8B | 4A |
| Rm 3 | 5A | 6B | 7B | 5A | 5A | 8B | 9B | 5A |
| | 6A | 7B | 8B | 6A | 6A | 9B | 10B | 6A |
| Rm 4 | 7A | 8B | 9B | 7A | 7A | 10B | 1B | 7A |
| | 8A | 9B | 10B | 8A | 8A | 1B | 2B | 8A |
| Rm 5 | 9A | 10B | 1B | 9A | 9A | 2B | 3B | 9A |
| | 10A | 1B | 2B | 10A | 10A | 3B | 4B | 10A |

- 4. There shall be no substitutions after the first round of debate. A school violating this regulation shall be disqualified.
- 5. A school receiving a forfeit shall receive a win with debater rank and points equal to the average they received in remaining rounds. The debate team which forfeits shall receive a "3-4" debater's rank and points equal to the average received in the remaining rounds. The Lincoln-Douglas contestant that forfeits shall receive losses from all judges and is to receive the lowest total speaker points possible.
- 6. The following procedures shall be used in the elimination rounds.
 - a. When there are 7 or fewer debate entries, the top 2 seeds shall debate a single final elimination round with the winner advancing to the state tournament.
 - b. When there are 8 to 13 debate entries, the top 4 seeds shall advance to a semifinal round. The winning teams in the semifinal round shall debate a final round to determine first and second places with both teams advancing to the state tournament.*
 - c. When there are 14 to 20 debate entries, the top 8 seeds shall advance to a quarterfinal round. The winners of the quarterfinal round shall debate a semifinal round. The winners of the semifinal round shall debate a final round to determine first and second places with both entries advancing to the state tournament. The losers of the semifinal round shall debate a consolation round with the winner of that round advancing to the state tournament.*
 - d. When there are 21 or more debate entries, the top 8 seeds shall advance to a quarterfinal round. The winners of the quarterfinal round shall advance to a semifinal round. The winners of the semifinal round shall debate a final round to determine first and second places. All four winners of the quarterfinal round shall advance to the state tournament.*

NOTE: The state tournament shall follow the format for 21 or more entries. (See Appendix A)

7. The following steps shall be applied in the order listed to break the tie, should a tie occur after the four preset preliminary rounds.
NOTE: For byes/forfeits, please refer to Section 11-A-5-b. For ties in Lincoln-Douglas Debate, please refer to items a, c, e, f, and g in that order, and in Public Forum Debate, to items a, b, c, d, and e, in that order.
 - a. The entry with the best total win-loss record (all ballots) shall be advanced.
 - b. The entry with the best (lowest) debater rankings shall be advanced. Judges shall be instructed to write the debaters rank after the debaters name on the ballot. (This applies to Policy and Public Forum Debates only).
 - c. The school to be advanced shall be that which has competed against opponents with the greatest number of preliminary round total wins.
 - d. If the tie is not broken under (3) above, the team shall be advanced whose opponents have the best (lowest) debater rankings. (This applies to Policy and Public Forum Debates only.)
 - e. If the tie cannot be resolved under (4) above, the team with the greatest number of speaker points, shall be advanced.
 - f. If the tie still is not broken, the team shall be advanced whose opponents have the greatest number of points.
 - g. In the case of an unbreakable tie, additional elimination rounds may be held.
8. Team pairings for the elimination round(s) shall be based on the win-loss records for the preliminary rounds. (See Appendix A)
9. For all Policy and Lincoln Douglas elimination rounds, teams shall flip a coin to determine sides to uphold unless the teams have previously met in the tournament. In such case, they shall debate sides opposite to those upheld in the previous meeting.
10. For all Public Forum rounds: Immediately prior to each debate, there shall be a coin flip. The team winning the flip will select either the side (pro or con) or the speaking position (first or second) that they prefer. The team losing the flip is then allowed to choose their preference for side or speaker position (whichever the winning team did not choose).
11. If two teams from the same school meet in an elimination round, they shall debate as drawn.

C. SPEECH AND THEATRE EVENTS

1. All contestants in the speech events at the district and state speech tournaments will participate in two preliminary rounds. They will be scheduled into sections by random draw.
 - a. The number of speech event entries to advance into the final round at the district tournament (based upon the lowest ranking at the end of preliminary rounds) shall be determined by the total number entered in the event following the formula listed below:
 - 1 to 13 entries—advance 6 entries to finals
 - 14 to 20 entries—advance 7 entries to finals
 - 21 or more entries—advance 8 entries to finals
 - b. At the state tournament the eight performers with the lowest rankings at the completion of the two preliminary rounds will be advanced to a final round of competition.
 - c. If a tie should occur in a speech event, the following tie-breaking procedure shall be utilized to determine the contestants who will advance to the final round at the tournament in the order listed:
 - i. Rank
 - ii. Reciprocals**
 - iii. **Quality Points***
 - iv. Adjusted Quality Points***
 - v. In the event of an unbreakable tie all entries involved in the tie shall be awarded the highest place for which they are tied and should the tie be for a position to advance to the next round of competition or a qualifying position for the state tournament then all entries involved in the tie advance.
 - d. Upon the completion of the final round the judges' rankings shall be tabulated to determine the placing in each event.
 - i. Should ties occur in the final round, the following criteria will be applied in descending order:
 - a. Judges Preference* (applies to a two-way tie only)
 - b. Reciprocals**
 - c. Preliminary Ranks
 - ii. If a tie is not broken by applying these three steps, the tie-breaking procedure for determining qualifiers for the finals will be utilized.
 - e. The order of the performance of the final round of speech events shall be determined by a random draw and contestants shall be expected to perform in the order established. Speaker position shall be adjusted to avoid:
 - i. Conflicts with another event in which a student(s) is participating.
 - ii. Scheduling students with the same selection back to back.

NOTE: If a student is double entered in the final round of debate and the final round of extemporaneous speaking at the state tournament, the schedule conflict will be resolved by adjusting the speaking order for extemporaneous speaking if possible. If this is not possible, the student will speak first in the final round of extemporaneous speaking and the final round of debate will be delayed.
2. If a tie should occur in One-Act Plays or Reader's Theater the following tie breaking procedures shall be utilized in descending order:
 - a. Rank
 - b. Judges Preference* (applies to a two-way tie only)
 - c. Reciprocals**

- d. Quality Points*
- e. Unbreakable Tie (Section 11-C-1-c-v)

***Judges Preference**—comparing the rankings of judges for contestants tied and awarding the higher place finish to the contestant who was preferred by the majority of judges (applies to a two-way tie only).

****Reciprocals**—the assigned values for each rank used to break ties—Rank 1=1.00; 2=. 50; 3=. 33; 4=. 25; 5=. 20; 6=. 17; 7=. 14; 8=. 13; 9=. 11; 10=. 10. The entry receiving the higher total shall advance.

*****Adjusted Quality Points**— In rounds where three or more judges are used to tabulate the results the highest and lowest ratings are dropped and then the average of the middle ratings is used.

- D. **POSTING RESULTS:** All results for the tournament will be posted in advance following the schedule below. Any error must be corrected at the appropriate time listed.
1. Following the end of preliminaries and before the elimination rounds all grids and ballots are to be available to the directors to verify the accuracy of the results in each event during an allowed twenty (20) minute time period and that a five (5) minute time period be allowed for the purpose of verifying results between elimination rounds in debate with all results being final once the next round begins.
 2. Results will be final 20 minutes after the announcing and/or posting of results.
 3. The grievance committee shall be allowed to correct clerical errors beyond the stated time limits if such action will not delay the tournament.
- E. **JUDGES:**
1. Debate: Two judges shall be used for preliminary rounds of debate (provided qualified people are available) unless a majority of the directors desire to use only one judge. Three judges shall be used for all elimination debates.
 - a. High school directors will be assigned to judge preliminary rounds of Policy, Lincoln-Douglas, and Public Forum debates, at both the district and state tournaments but shall not be paid. Schools that qualify four or more students in debate for the state tournament shall be required to provide a second debate judge. If a coach refuses to judge or fails to provide a qualified person to judge, the school will be required to pay the fees for a hired judge; and if a coach does not report to judge on the day of the tournament, all of his/her entries will forfeit that round. Any coach who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50. District tournament managers shall submit Special Reports to the MSHSAA office on all directors who do not fulfill their judging assignments.
 - b. No debate judge at both the district and state tournaments shall hear the same team (or individual) debate the same side more than once, and it is recommended that a judge hear the same team (or individual) only once regardless of sides debated.
 - c. A panel of three school directors, if available, shall be used to judge the final round of LD, P, and PF debate at both the district and state tournaments. All directors having a student qualify for the final round in a speech event at the state tournament shall be required to be available to judge the final round of LD, P, and PF debate and must report to the tournament headquarters for assignment.
 - d. All directors who have students entered in debate events are required to be available to judge one round beyond the elimination of their schools' debaters at both the district and state tournaments. At least one judge on each panel shall be a school judge.
NOTE: If you qualify in debate, be prepared to judge any of the three debates.
 2. Speech Events: Up to three judges may be used for each round of speech events. High school directors will be assigned to judge speech events at both the district and state tournaments, but shall not be paid. Should a coach refuse to judge or fail to provide another qualified representative accepted by the tournament manager without justifiable reasons, all of his/her participants shall forfeit that round. Any coach who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50.
 - a. In preliminary rounds of speech events at the state tournament two judges shall be used and both judges will be high school directors whenever possible. Whenever possible the two schools judges will not be from the same district. High school directors assigned to judge shall not be paid.
 - b. All directors having a student qualify for the final round in a speech event at the district and/or state tournament are required to judge in this round and should report to the headquarters or tab room to receive the judging assignments and materials.
 - c. All directors are required to be available to judge one round beyond the elimination of their student(s) in speech events at the district tournament.
 - d. No judge shall judge the same student in the same speech event more than once in the same tournament.
NOTE: If you qualify in one or more speech events, be prepared to judge any of the speech events.
 3. One-Act Plays and Readers Theatre: One to three (three recommended) judges shall be used for One-Act Plays and Readers Theatre.
 4. The district manager shall inform all judges that they should excuse themselves from rounds where they may have a conflict of interest with contestants or schools and, in such situations; a judge should notify the tournament manager or the judge coordinator.
NOTE: District managers shall make every effort to use neutral judges, if they are available.
 5. Directors are encouraged to bring extra judges to the district and state tournaments or to identify to the tournament manager persons who are qualified and available to judge. Hired judges must be in at least their second year after graduating from high school. Hired judges can be in their first year after graduating from high school – if they have no association with any of the schools participating in the tournament.

NOTE: District managers can require each school to bring a second judge.

6. Oral critiques are **not** permitted in any event.
7. Judges shall provide complete written comments on all ballots in order to make the experience educational.
8. If a judge requires clarification of a rule prior to completing his/her ballot, the judge shall consult only the tournament manager.
9. Cell phones and other electronic communication devices may not be turned on while in the preparation rooms, the competition rooms, or in the awards ceremony. **EXCEPTION:** Cell phones can be turned on in competition rooms to be used as timing devices, but they cannot be used for any other function during rounds of competition.

F. TIME KEEPING:

1. Each event (except Readers Theatre and One-Act Plays) shall have a timekeeper.
2. Each participating school must provide a timekeeper for the district tournament.
3. Timekeepers shall adhere strictly to the time schedule and shall notify the judge when the contestant exceeds the time schedule rather than stopping the performance.
 - a. Time cards should be used to indicate the time remaining and should be visible to the performer at all times.
 - b. If possible, local management should provide a wall clock with a sweep second hand placed within view of the contestants in the radio-speaking event.
4. A student or students who exceed(s) the prescribed time limit for a speech event may be penalized by the lowering of the contestant's speaking rank by one or more places in the final rankings for that round and in debate by a reduction of quality points and/or speaker ranks and is to be determined by the judge's discretion.

NOTE: In finals, judges may allow a grace period for audience reaction, except in Radio Speaking, U.S. Extemporaneous Speaking and International Extemporaneous Speaking.

Note: In the event that a timekeeper does not show up to start a round of competition, the judges should NOT wait for a timekeeper to arrive. The round should begin as scheduled.

G. DETERMINING QUALIFIERS FOR THE STATE TOURNAMENT:

1. Speech Events: Each district shall certify students to the state tournament in speech events, duet acting, Policy, Lincoln-Douglas and Public Forum Debate according to the following formula:
 - 1 through 7 entries—certify 1 entries
 - 8 through 13 entries— certify 2 entries
 - 14 through 20—certify 3 entries
 - 21 or more entries—certify 4 entries
 - a. The certification for speech events is based on the ranking given by the judge of the final round and not on whether or not the performance was rated excellent or superior.
 - b. If a tie for a qualifying position exists in speech events all entries involved in the tie shall advance.
NOTE: All tie-breaking procedures should be followed before certifying additional entries.
2. Should a cancellation occur following the drawing of the debate schedule in a district tournament, a fill entry shall be utilized if the schedule does not already include a fill. If so, the fill entry will be dropped.
NOTE: A fill entry is defined as an entry invited to participate in a tournament already scheduled to make an even number of teams. A fill entry in the district tournament is not permitted to advance into the elimination rounds and shall not be able to place in the tournament.
3. Readers Theatre: Each district shall certify Readers Theatre entries to the state tournament according to the following formula:
 - 1 through 7 entries— certify 1 entry
 - 8 or more entries—certify 2 entries
4. One-Act Plays: Each district shall certify plays to the state tournament according to the following formula:
 - 1 through 7 entries—certify 1 entry
 - 8 or more entries—certify 2 entries
5. If a tie for a qualifying position exists in Readers Theatre or One-Act Plays all entries involved in the tie shall advance.
NOTE: All tie-breaking procedures should be followed before certifying additional entries.
6. Certification by the district manager according to the formulas shall be final.

H. AWARDS:

Medals will be awarded for places 1 through 8 at the district tournaments in all speech events and duet acting. Places 1 through 8 at the state tournament shall receive medals. Plaques and medals for first and second places in debate will be awarded at the district tournament with trophies and medals being awarded at the state tournament. Medals will be awarded to all quarterfinalists in debate at both the district and state tournaments. First and second place trophies shall be awarded in One-Act Play and Readers Theatre at both the district and state tournaments. At the state tournament, 10 medals shall be awarded to the cast and crew of the first four places in One-Act Play and in Readers Theatre (schools may purchase additional medals through the MSHSAA vendor if necessary to award a cast larger than 10).

SECTION 12: STATE TOURNAMENT

A. The state tournament will be open only to those individuals, teams, and play casts as are certified by the district managers. Qualifiers are not required to use the same selections and/or topic at both the district and state events. The deadline for submitted changes in selections for the state tournament is the Tuesday following the last district tournament.

B. ENTRIES:

Entry information for the state events is located on the MSHSAA website (www.mshsaa.org) via the “state qualifiers” link. **NOTE:** School Activities Directors must register for speech/debate/theatre, pay the registration fee, and submit a student-eligibility roster online before any materials are sent and assignments are made.

1. State Entries: The entry process is online through the MSHSAA website. Although students may qualify at a district, they are not considered entered at the state tournament until their schools have submitted/confirmed entries. Directors are to report any known drops for the state tournament to the MSHSAA office on or prior to the Tuesday following the close of the schools district tournament. A school shall be fined \$100 for each entry dropped or withdrawn from state tournament after the Tuesday following the close of a schools district tournament. The deadline for submitting changes in selections for the state tournament is the Tuesday after the last district tournament concludes. Schools shall print the online invoice and submit payment for entry fees, after the completion of the state tournament.
2. Directors must indicate with their state entries if the school squad includes students requiring special physical accommodations.
3. All schools entering the One-Act Play and Readers Theater events shall complete the required information, which is to be submitted with the school’s entries through the online entry process.

C. SUBSTITUTIONS:

1. Substitutions at the state tournament may be made in case of an unforeseen emergency and with prior approval of the MSHSAA Office in team/group events and such substitutes must adhere to the limitations on entries as listed in the Speech, Debate and Theatre Manual.
2. There shall be no substitutions in debate after the beginning of the first round.
3. All substitutes must be or have been eligible for the entry in which they are substituting beginning at the district tournament.

FOR EXAMPLE:

| District Event Student Entered: | Student Not Eligible for Substitution at State in: |
|---|---|
| One-Act Play..... | Readers Theatre |
| Readers Theatre..... | One-Act Play |
| Policy..... | Policy, Lincoln-Douglas, Public Forum |
| Lincoln-Douglas..... | Policy, Lincoln-Douglas, Public Forum |
| Public Forum..... | Policy, Lincoln-Douglas, Public Forum |
| Entered in 3 events, regardless of further qualifications | 4th Entry |

NOTE: Members of a “fill-entry” in Policy or Public Forum debate at a district tournament are eligible to substitute in a school’s Policy or Public Forum debate team at the state tournament in case of an unforeseen emergency provided the substitute(s) would have been eligible to enter the event at the beginning of the district tournament.

D. LIMITATIONS:

1. Only those students who meet the eligibility standards listed in Section 1 of this manual may participate in the state speech events. (Exception: Children below high school age may be used in children's parts in the one-act play event.)
2. A student must use the same selection in all rounds of the district tournament. Likewise, a student must use the same selection in all rounds of the state tournament. It is acceptable; however, to use a different selection at state than the one used at the district tournament.

E. SCHEDULE:

1. A schedule of performance times for the schools' entries will be mailed to participating schools by the MSHSAA Office. Please check the schedule carefully to avoid any conflicts and notify the MSHSAA Office immediately in the event a conflict is present.
2. All schools and contestants are required to perform at their assigned sites at the state tournament in all events as originally established by the tournament administration.
3. Schools will be assigned a code number for the state tournament. Entries in speech events will be identified by the assigned code number at the state tournament and not by the school name.
4. Critic forms will be available at the end of the tournament and those not picked up will be mailed to each participating school by the MSHSAA Office upon request from the school following the event. Oral critiques are **not** permitted.

F. DEBATE EVENTS:

High school directors will be assigned to judge preliminary rounds of Policy, Lincoln-Douglas and Public Forum debates, at both the district and state tournaments, but shall not be paid. Schools that qualify four or more students in debate for the state tournament shall be required to provide a second debate judge. If a coach refused to judge or fails to provide a qualified person to judge, the school will be required to pay the fees for a hired judge, and if a coach does not report to judge on the day of the tournament, all of his/her entries will forfeit that round. Any coach who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50.

1. Once the schedule has been published, if a vacancy occurs in a debate event due to an illness, injury, disqualification or emergency, the forfeit rule shall be invoked. (Reference Section 11. A-5, Forfeit Rule)

- G. **SPEECH EVENTS:** The order of performance for the final round at the state tournament shall be determined by a random draw by the tournament director and an MSHSAA representative. The order of performance shall be announced and posted for the participants.
1. In preliminary rounds of speech events at the state tournament two judges shall be used and both judges will be high school directors, whenever possible. High school directors assigned to judge shall not be paid.
 2. All directors having a student qualify for the final round in a speech event at the state tournament are required to judge in this round material. Any director having students qualify for the final round of speech events shall also be available to judge the final round in Policy, Lincoln-Douglas, or Public Forum debate.
- H. **ONE-ACT PLAY AND READER'S THEATER:** Directors having entries in Readers Theatre and/or One-Act Plays shall be relieved of any judging responsibilities during the scheduled time for their schools' Readers Theatre and One-Act Play entries. Judging responsibilities will resume immediately after the scheduled time. Directors of One-Act Play and Reader's Theater, qualifying entries to the state finals, will be allowed to view the finals facilities for planning and layout purposes, thirty minutes prior to the first set-up time. Directors must be clear of the stage areas five minutes prior to the set-up time of the first performance. Reader's Theater and One-Act Play performances at the District and State Tournaments will be bound by the facility restrictions for all host sites used.
- I. Any director who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50.
- J. **PARTICIPATING SCHOOLS PROVIDE TIMERS AT STATE:** *All Schools are encouraged to bring a timekeeper. Schools having three or more qualifiers in Speech Events must provide timekeepers for events on Saturday, of the state tournament. In the elimination rounds, directors/judges shall also keep time.*
NOTE: Schools are not required to provide timekeepers for Debate on Friday.
- K. **STATE TOURNAMENT TIME SCHEDULE**
1. **Policy, Lincoln-Douglas and Public Forum Debate—Friday, April 20**

| | |
|-----------------------|----------|
| Registration..... | 7:30 AM |
| General Meeting | 7:45 AM |
| Round I | 8:30 AM |
| Round II | 10:15 AM |
| Extra Round..... | 11:45 AM |
| Round III | 1:15 PM |
| Round IV..... | 3:00 PM |
| General Meeting | 5:15 PM |
| Quarterfinals | 5:45 PM |
| Semifinals | 7:30 PM |

Policy, Lincoln-Douglas and Public Forum Debate—Saturday, April 21

| | |
|--|----------|
| Policy Finals..... | 1:00 PM* |
| Public Forum and Lincoln-Douglas Finals..... | 1:30 PM* |
| Awards..... | 5:30 PM |

* If a debate event has a conflict with the finals of a theatre event, the time of the debate finals will be 3:00 PM
 2. **Speech Events—Saturday, April 21**

| | |
|---------------------------|----------|
| Directors Meeting..... | 7:45 AM |
| Round I | 9:00 AM |
| Round II | 11:00 AM |
| Final Round Drawing | 2:30 PM |

NOTE: Random draw will be conducted by tab room committee and announced to contestants.

| | |
|-------------------|---------|
| Final Round | 3:00 PM |
| Awards..... | 5:30 PM |

 - a. The preliminary round of competition for One-Act Play and Readers Theatre will be scheduled in two sections each on Friday (the sections will be held at Springfield Public High Schools and Evangel University). Whenever possible, two entries from a district will not be scheduled in the same section. The first two places from each of the two sections of One-Act Play and Readers Theatre shall advance to a final round to be held on Saturday. Finals One-Act will be held at Evangel University, Finals Reader's Theatre will be held at Missouri State University.
 - b. Readers Theatre and One-Act Play performances at the district and state tournaments will be bound by the facility restrictions for all host sites used.
 - c. Directors of One-Act Play and Readers Theatre, qualifying to the state finals, will be allowed to view the finals facilities for planning and layout purposes, thirty minutes prior to the first set-up time. Directors must be clear of the stage areas five minutes prior to the set-up time of the first performance.
 3. An awards assembly will be held following the final round of Speech Events to recognize the place winners for One-Act Plays, Readers Theatre, all individual and duet acting events, and debate. Directors and non-award winners may accept medals/awards for students but may not be in the event photograph.
- L. **ENTRY REQUIREMENTS FOR EXTEMPORANEOUS SPEAKING:** Each school qualifying in U.S. Extemporaneous Speaking and/or International Extemporaneous Speaking shall submit, along with its entries, a list of five (5) U.S. Extemporaneous topics and/or (5) International Extemporaneous topics which will collectively assist with the pool for extemporaneous topics for the state tournament. U.S. topics shall deal with domestic matters and International topics shall

deal with foreign matters. Schools qualifying for either extemporaneous speaking division at the state tournament are also requested to submit topics to the tournament manager via the state entry verification process on the MSHSAA website.

1. **ENTRY FEES-Approved by MSHSAA Board of Directors**

Entry fees for the district and state events shall be as follows:

| Event | District | State |
|-----------------------------------|----------|---------|
| One-Act Play | \$50.00 | \$60.00 |
| Readers Theatre | \$50.00 | \$60.00 |
| Each Policy Debate team | \$30.00 | \$35.00 |
| Each Public Forum Debate team | \$30.00 | \$35.00 |
| Each Lincoln-Douglas Debate entry | \$20.00 | \$25.00 |
| Each Speech event | \$10.00 | \$12.00 |

2. No refunds will be made for any cancellations.

M. **JUDGES:**

1. Debate: Two judges shall be used for preliminary rounds of debate (provided qualified people are available) unless a majority of the directors desire to use only one judge. Three judges shall be used for all elimination debates.
 - a. High school directors will be assigned to judge preliminary rounds of Policy, Lincoln-Douglas, and Public Forum debates, at both the district and state tournaments but shall not be paid. Schools that qualify four or more students in debate for the state tournament shall be required to provide a second debate judge. If a coach refuses to judge or fails to provide a qualified person to judge, the school will be required to pay the fees for a hired judge; and if a coach does not report to judge on the day of the tournament, all of his/her entries will forfeit that round. Any coach who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50. State and District tournament managers shall submit Special Reports to the MSHSAA office on all directors who do not fulfill their judging assignments.
 - b. No debate judge at both the district and state tournaments shall hear the same team (or individual) debate the same side more than once, and it is recommended that a judge hear the same team (or individual) only once regardless of sides debated.
 - c. A panel of three school directors, if available, shall be used to judge the final round of Policy, Lincoln-Douglas and Public Forum debate at both the district and state tournaments. All directors having a student qualify for the final round in a speech event at the state tournament shall be required to be available to judge the final round of Policy, Lincoln-Douglas and Public Forum debate and must report to the tournament headquarters for assignment.
 - d. All directors who have students entered in debate events are required to be available to judge one round beyond the elimination of their schools' debaters at both the district and state tournaments. At least one judge on each panel shall be a school judge.
 - e. Unless unavoidable, a school judge should not judge a debate team that eliminated their debate team in a previous elimination round.

NOTE: If you qualify in debate, be prepared to judge any of the three debates.

2. Speech Events: Up to three judges may be used for each round of speech events. High school directors will be assigned to judge speech events at both the district and state tournaments, but shall not be paid. Should a coach refuse to judge or fail to provide another qualified representative accepted by the tournament manager without justifiable reasons, all of his/her participants shall forfeit that round. Any coach who fails to fulfill his/her judging assignment(s) at the state tournament shall be fined \$50.
 - a. In preliminary rounds of speech events at the state tournament two judges shall be used and both judges will be high school directors whenever possible. Whenever possible the two schools judges will not be from the same district. High school directors assigned to judge shall not be paid.
 - b. All directors having a student qualify for the final round in a speech event at the district and/or state tournament are required to judge in this round and should report to the headquarters or tab room to receive the judging assignments and materials.
 - c. All directors are required to be available to judge one round beyond the elimination of their student(s) in speech events at the district tournament.
 - d. No judge shall judge the same student in the same speech event more than once in the same tournament.

NOTE: If you qualify in one or more speech events, be prepared to judge any of the speech events.

3. One-Act Plays and Readers Theatre: One to three (three recommended) judges shall be used for One-Act Plays and Readers Theatre.
4. The state manager shall inform all judges that they should excuse themselves from rounds where they may have a conflict of interest with contestants or schools and, in such situations; a judge should notify the tournament manager or the judge coordinator.

NOTE: State manager shall make every effort to use neutral judges, if they are available.

Directors are encouraged to bring extra judges to the district and state tournaments or to identify to the tournament manager persons who are qualified and available to judge. Hired judges must be in at least their second year after graduating from high school. Hired judges can be in their first year after graduating from high school – if they have no association with any of the schools participating in the tournament.

NOTE: State manager can require each school to bring a second judge.

5. Oral critiques are **not** permitted in any event.
6. Judges shall provide complete written comments on all ballots in order to make the experience educational.

7. If a judge requires clarification of a rule prior to completing his/her ballot, the judge shall consult only the tournament manager.
8. Cell Phones and other electronic communication devices may not be turned on while in the preparation rooms, competition rooms, or in the awards ceremony. EXCEPTION: Cell phones can be turned on in competition rooms to be used as timing devices or used in the event(s) deemed acceptable in this manual.
Note: In the event that a timekeeper does not show up to start a round of competition, the judges should NOT wait for a timekeeper to arrive. The round should begin as scheduled.

N. TIMEKEEPING:

1. Each event (except Readers Theatre and One-Act Plays) shall have a timekeeper.
2. Schools having qualifiers at the state tournament in P, LD, PF, and any speech event shall be responsible for providing timekeepers for the day(s) on which their school participates.
 - a. Each school shall be notified of the timekeeper's assignment along with the state tournament confirmation letter.
 - b. Directors having qualifiers shall submit the name(s) and day timekeepers can work, with the state entry form.
3. Timekeepers shall adhere strictly to the time schedule and shall notify the judge when the contestant exceeds the time schedule rather than stopping the performance.
 - a. Time cards should be used to indicate the time remaining and should be visible to the performer at all times.
 - b. If possible, local management should provide a wall clock with a sweep second hand placed within view of the contestants in the radio-speaking event.
4. In the elimination rounds of all events at the state tournament, with the exception of Readers Theatre and One-Act Play, a coach/judge timekeeper and a student timekeeper shall be utilized and each coach/judge timekeeper shall provide a stopwatch. If there is a discrepancy with the coach's/judge's timekeeping and the student's timekeeping, the coach's/judge's time shall take precedence. In the final round of such events at the state tournament, the panel of judges (school directors) shall secure/provide a student timekeeper.
5. A student or students who exceed(s) the prescribed time limit for a speech event may be penalized by the lowering of the contestant's speaking rank by one or more places in the final rankings for that round and in debate by a reduction of quality points and/or speaker ranks and is to be determined by the judge's discretion.
NOTE: In finals, judges may allow a grace period for audience reaction, except in Radio Speaking, U.S. Extemporaneous Speaking and International Extemporaneous Speaking.

Note: In the event that a timekeeper does not show up to start a round of competition, the judges should NOT wait for a timekeeper to arrive. The round should begin as scheduled.

APPENDIX A:

Concussion Education and Management Protocol Education

Education

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians is the key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete's physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official's organization will require annual concussion training and maintain a signed head injury information sheet for each official.

Recognition and Evaluation of the Athlete with a Concussion

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, (Certified Athletic Trainer) ATC, or physician on site should evaluate the athlete in a systemic fashion:
 - a. Assess for airway, breathing, and circulation (basic CPR assessment)
 - b. Assess for concussion
 - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
 - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include:

| <u>PHYSICAL</u> | <u>COGNITIVE</u> | <u>EMOTIONAL</u> |
|----------------------|---------------------------------|------------------|
| Headache | Feeling mentally "foggy" | Irritability |
| Nausea/Vomiting | Feeling slowed down | Sadness |
| Dazed/Stunned | Difficulty concentrating | More emotional |
| Balance problems | Difficulty remembering | Nervousness |
| Visual problems | Forgetful of recent information | |
| Fatigue | Confused about recent events | |
| Sensitivity to light | Answers questions slowly | |
| Sensitivity to noise | Repeats questions | |

5. Evaluation:
 - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT3 are effective assessment tools that are readily available and can assist with the assessment.
 - b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.

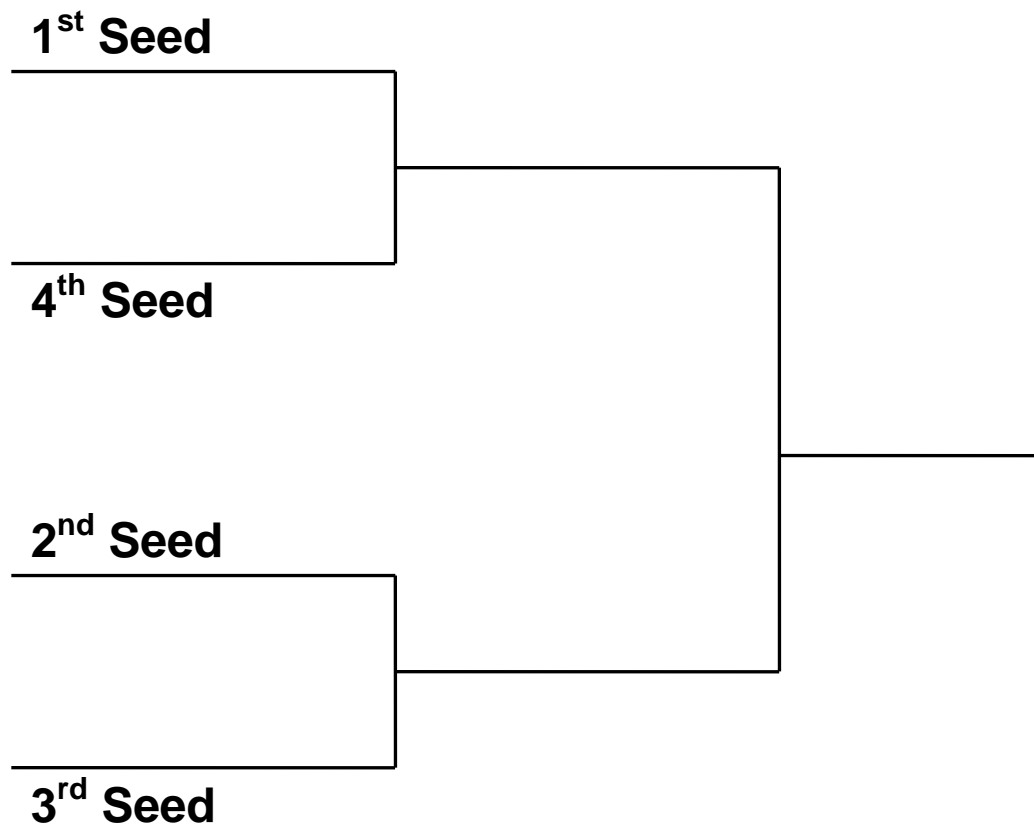
6. Management of a Concussion and Return to Play:
 - a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
 - b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. "WHEN IN DOUBT, SIT THEM OUT!"
 - c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.
 - d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
 - e. An athlete must be asymptomatic at rest and with exertion prior to return to play
 - f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS (nfhs.org), and may be used to guide return to play following medical clearance.

APPENDIX B: SAMPLE BRACKETS FOR DEBATE

SAMPLE 4-TEAM SEMI-FINAL BRACKET

(If no Quarterfinal is necessary)

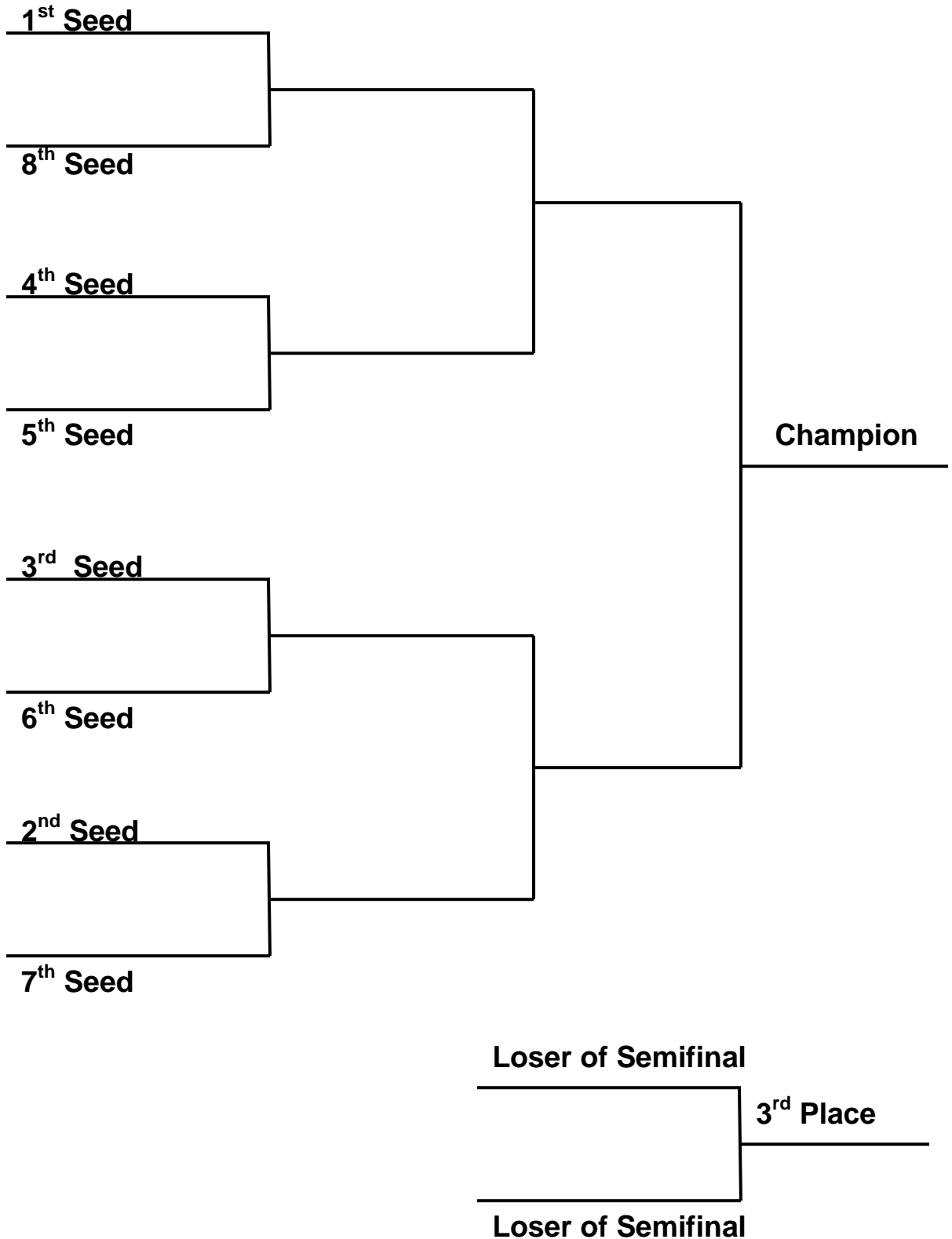
To be used if 8-13 entries enter the tournament.



SAMPLE 8- TEAM QUARTERFINAL BRACKET

To be used if 14 - 20 or 21 or more entries enter the tournament.

If 21 or more entries, do not use the consolation bracket.



APPENDIX C: GENERAL BOARD POLICY FOR ON-SITE PROTESTS

The Board of Directors adopted the following Policy in 1997 to address protests. It was later expanded to cover the activities of Speech/Debate/Theatre (2000) and Scholar Bowl (2017). The Board acknowledges that mistakes are made by officials, judges, and adjudicators (hereafter referred to generically as officials) in judgment and even sometimes in misapplication of contest rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school activities.

1. Within the procedures established within each individual rule code (NFHS or MSHSAA), the head coach/director must request a review of an official's application of a rule through appropriate channels.
2. If, after the review is complete, the head coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the contest officials who will then notify the opposing head coach/director immediately of the protest. No coach/director shall protest a decision of judgment.
3. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her National Federation Rules Book, National Federation Case Book, Scholar Bowl Rulebook, MSHSAA Rules Review Announcements and/or MSHSAA Sport or Activity Manual to locate and show the official(s) the appropriate rule reference which clarifies a misapplication of the rule. If the head coach does not have personal copies of the above mentioned materials at the contest site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the contest shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the officials may assist the head coach in locating appropriate rule and case book references.
4. All protests shall be resolved at the contest site before any further contest action occurs. [Scholar Bowl: the contest may continue while the protest is being reviewed; see game rules.] [Speech/Debate/Theatre: the jury of appeals will hear the appeal; events other than the one affected by the protest may continue during the review.]
5. Protests that are not filed in a timely manner as specified in that rule code or activity manual shall be automatically disallowed.
6. The MSHSAA Board of Directors and/or Staff shall not review contest protests.

APPLICATION OF PROTEST PROCEDURE

1. **Introduction:** Protests rarely occur and the protest policy is not intended to increase the frequency of protests. The policy is intended to resolve the protest on site. For this to occur the following must take place:
 - a. Coaches and Officials must be professional with each other. This should be a non-confrontational conference.
 - b. As stated above, protests involve the application of rules only -- **not judgment calls**. (Examples of items which could be protested: Football -- penalizing 5 yards instead of 15 yards; Wrestling -- allowing 1 minute for injury time instead of 2 minutes; Softball -- allowing only two charged defensive conferences instead of three.) (Examples of items that could not be protested: Football -- pass interference; Wrestling -- stalling; Softball -- out or safe calls.)
 - c. **GET IT RIGHT!** If the official has made a mistake; admit it, correct it and move on. Contest officials and the head coach filing the official protest shall notify the MSHSAA office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report online process shall be used for this purpose.
2. **Process.**
 - a. Once a head coach has filed a formal verbal protest with the officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, classroom, etc. shall be cleared of all participants and they shall report to their respective team bench or seating areas.
 - b. The head coach shall then be allowed approximately ten minutes to locate specific rule references from the materials and resources listed above to substantiate the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.
 - c. If the head coach is able to produce rule evidence from the above mentioned sources to support the claim of a misapplication of a rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, court-side, mat-side etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
 - d. Once the final decision regarding the protest has been rendered, the officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.

APPENDIX D: APPLICATION OF PROTEST PROCEDURE

The following activity specific procedures, in combination with the **MSHSAA Board Policy for On-Site Protests** in the Official Handbook, govern protests in Speech/Debate/Theatre.

1. **Jury of Appeals:** The tournament manager shall appoint a jury of appeals consisting of three speech coaches from participating schools. The jury of appeals will serve with the tournament manager to rule on questions/protests arising at the tournament.
 - a. The committee shall include the MSHSAA Speech/Debate/Theatre Advisory Committee member from the district when available and at least one coach from one of the smaller schools participating in the tournament.
 - b. Should a member of the committee's school be involved in the grievance, the committee member shall be replaced with a committee alternate and if the alternate is not available someone may be appointed to serve in this capacity by the tournament manager.
 - c. Depending on the nature of a protest, the outcome to uphold or deny shall be determined by the tournament manager, the jury of appeals, or both.
 - d. The decision made at the tournament site by the appropriate party listed above shall be final.
2. **Timing of Protests:** All protests shall be directed to the tournament manager by the school coach in writing via tournament protest forms as soon as infractions to the rules are discovered, but within 20 minutes of the results of the protested event(s) becoming final. The written protest shall cite the rule(s) or By-Law(s) being protested.
3. **Posting to finalize results:** All results for the tournament will be posted/distributed in advance following the schedule in (a) and (b) below. Any error must be corrected at the appropriate time listed.
 - a. Following the end of preliminaries and before the elimination rounds all grids and ballots are to be available to the coaches to verify the accuracy of the results in each event during an allowed twenty (20) minute time period and that a five (5) minute time period be allowed for the purpose of verifying results between elimination rounds in debate with **all results being final once the next round begins.**
 - b. Results will be final 20 minutes after the posting/distribution of results.

APPENDIX E: PROCEDURE IN CASE OF INCLEMENT WEATHER

1. Check correspondence from your district speech manager for radio and/or TV stations to listen to for announcements regarding the status of the tournament.
2. Directors should keep in contact with the weather service and Highway Patrol for updates on weather and road conditions.
3. If weather is a problem early, but appears that it might improve later in the morning, the district manager may decide to hold the tournament, but start it late. Again, listen to the designated Radio and/or TV station for announcements.
4. The district speech manager will make the final decision to postpone the tournament.

APPENDIX F: POLICY ON HAZING AND HARASSMENT

Hazing: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

Harassment: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors and sponsors must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

APPENDIX G: BOARD POLICY ON MSHSAA PROGRAM PRINTING

The Missouri State High School Activities Association strives to publish errorless Championship programs for all of its events. Since a majority of the information contained in Championship programs is submitted by directors of qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications and complete records, results and statistics of participants and teams from the directors.

APPENDIX H: MSHSAA Rules for Laptop Use

MSHSAA Guidelines for Laptop Use in Debate Events (Policy, Lincoln-Douglas, Public Forum)

Non-Internet connected computers, electronic storage, retrieval devices, etc. shall be allowed in rounds of Policy, Lincoln-Douglas and Public Forum Debate. Connectivity to any person, machine, device, server outside the competition room, wired and/or wireless networks is strictly prohibited during all rounds. Other prohibited devices include cell phones and personal digital assistants. (Ex: Palm/Treo/Blackberry/etc.)

- A. Computers equipped with removable wireless cards must have the cards removed before the beginning of any round of competition. It is the responsibility of the contestant to disengage the equipment.
- B. Computers with built-in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment.
- C. Wired connections (Ethernet or phone) during rounds of competition are not permitted.
- D. Computers or other electronic devices may not be used to receive information from any source (coaches or assistants included) inside or outside of the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other means of receiving information from sources inside or outside of the competition room are prohibited. (This does not prohibit non-electronic communication between debate partners during prep time.)
- E. **Penalty:** A violation of any rule/regulation for any event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament Grievance Committee, who has the authority to overturn a disqualification.
- F. **Availability of Evidence:** Contestants electing to use computers have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced electronically, but must be provided in a format readable by the opposing team and the judge.
- G. Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords, and all other necessary accessories. Tournament hosts will not be responsible for providing computers, printers, software, paper, or extension cords for contestants.
- H. Because public speaking decorum remains an important element of debate, all debaters are expected to stand at the front of the room facing the judge while speaking.
- I. Contestants choosing to use laptop computers and related equipment accept the risk of equipment failure. Judges and/or contest directors will give no special consideration or accommodation, including no additional speech time or prep time, should equipment failure occur.
- J. By choosing to use laptop computers in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round.
- K. **VIOLATIONS: A violation of any rule/regulation for an event will result in disqualification from the event. Any official protest of a disqualification shall be directed to and ruled upon by the tournament grievance committee who has the authority to overturn a disqualification.**

APPENDIX I: USE OF TOBACCO AND ALCOHOL PRODUCTS BY DIRECTORS AND OFFICIALS

It is important that all adults involved in the interscholastic activities program set the proper example for our participants with regards to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic athletic, music, speech, cheerleading, academic competitions, pom poms and other similar group events. "Coaches, directors, sponsors, and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA.

APPENDIX J: NO CELL PHONES PERMITTED IN LOCKER ROOMS/RESTROOMS

Due to the capacity of modern cellular phones to take photos, and the possibility of inadvertent use of this capacity to capture inappropriate images, the MSHSAA Board of Directors has established a no cell phone use policy in locker rooms/restrooms.

